



Rayat Shikshan Sanstha's, Karmaveer Bhaurao Patil Institute of Management  
Studies and Research, Satara.

Final Placement of Students 2020-2021

Year	Name of student who	Program	Year of	Name of the employer with contact details	Pay package at
2020-2021	Priyanka Wagh priyankawagh4298@gmail.com 7709714302	MBA	2021	IBM, Jayavignesh Y, Senior Consultant - HR Operations, Manpowergroup Services India Pvt. Ltd., HMG Ambassador 7th Floor, 137, Residency Road, Near The Chancery Pavillion Hotel, Bangalore - 560025, Karnataka India.	2.16 LPA
2020-2021	Abhishek Ramchandra Shelar shelarabhishek939@gmail.com 7721881366	MBA	2021	Hindustan Feeds, Shridhar Phadke, Manager HR. L-4, Additional MIDC, Satara. Phone +91(2162) 240471/72.	2.4 LPA
2020-2021	Manisha Arvind Bondarde bondardemanisha2015@gmail.com 7757986707	MBA	2021	Man Deshi Foundation, Mhaswad. Vanita Shinde, Administrative Officer, Tal. Man. Dist. Satara. +91 (023732) 70660.	1.25 LPA
2020-2021	Trupti Nikam truptinikam013@gmail.com 9075997300	MBA	2021	ICICI Bank, icicicareers@icicibank.com Phone (022) 71872500. ICICI Bank Limited, ICICI Bank Tower, Bandra Kurla Complex Mumbai - 400 051.	3.14 LPA
2020-2021	Sayali Shalukar shelarabhishek939@gmail.com 7387295245	MBA	2021	ICICI Bank, icicicareers@icicibank.com Phone (022) 71872500. ICICI Bank Limited, ICICI Bank Tower, Bandra Kurla Complex Mumbai - 400 051.	3.38 LPA
2020-2021	Pallavi Nivas Thorat pallavithorat993@gmail.com 8956892288	MBA	2021	ICICI Bank, icicicareers@icicibank.com Phone (022) 71872500. ICICI Bank Limited, ICICI Bank Tower, Bandra Kurla Complex Mumbai - 400 051.	3.38 LPA



2020-2021	Salunkhe Aakash Shahaji asalunkhe97@gmail.com 9527090836	MBA	2021	D-Mart. Sheeba Billawa, Human Resources, 022-33400821/ 8291184618. D-Mart Avenue Supermarts Ltd. Thane Head Office.	3.10 LPA
2020-2021	Bhosale Vaibhavi Vithhal vaibhavib721@gmail.com 7448146772	MBA	2021	D-Mart. Sheeba Billawa, Human Resources, 022-33400821/ 8291184618. D-Mart Avenue Supermarts Ltd. Thane Head Office.	3.10 LPA
2020-2021	Swarali Anil Mahadik mahadikswarali682@gmail.com 7350893611	MBA	2021	Fusion Associates, Rushikesh Maske, Vitthal Leela Complex, Raviwar Peth, Satara. Hr.intloops@gmail.com	1.08 LPA
2020-2021	Akash Anandrao Jadhav aakashjadhav110299@gmail.com 9834171519/9307006698	MBA	2021	Saraswat Cooperative Bank Ltd. Satara Branch. Rani Ghoshal, Assistant General Manager.	1.68 LPA
2020-2021	Rutika Atul Sonis rutika.sonis9499@gmail.com 7058741515	BBA	2021	IDBI Bank Ltd. Ashish Ashok Sawant Manager.HR IDBI Bank Ltd 02266263633/9892286881	2.64 Lacs
2020-2021	Megha Phool Singh mps120899@gmail.com 8208357133	BBA	2021	IDBI Bank Ltd. Ashish Ashok Sawant Manager.HR IDBI Bank Ltd 02266263633/9892286881	2.64 Lacs
2020-2021	Shivam Ashok Chorge shivamchorage147@gmail.com 7249196347	BBA	2021	IDBI Bank Ltd. Ashish Ashok Sawant Manager.HR IDBI Bank Ltd 02266263633/9892286881	2.64 Lacs
2020-2021	Gaurav Sunil Choudhari rockinggauravchoudhari432000@gmail.com 7249016250	BBA	2021	IDBI Bank Ltd. Ashish Ashok Sawant Manager.HR IDBI Bank Ltd 02266263633/9892286881	2.64 Lacs
2020-2021	Khushboo Umesh Saraf sarafkhushboo20@gmail.com 8767538338	BBA	2021	IDBI Bank Ltd. Ashish Ashok Sawant Manager.HR IDBI Bank Ltd 02266263633/9892286881	2.64 Lacs



2020-2021	Shyamsunder Yashodanand Yadav Yshyam585@gmail.co m 8698780667	BBA	2021	IDBI Bank Ltd. Ashish Ashok Sawant Manager.HR IDBI Bank Ltd 02266263633/9892286881	2.64 Lacs
2020-2021	Deshpande Subodh Nitin. subodhdeshpande383 @gmail.com 9665785662	BCA	2021	ACME Infovision Systems Pvt. Ltd. Satara Mahesh Mohite Infinity Sales Acme Infovision Systems Pvt. Ltd. P 4/4, IT Park M.I.D.C. Satara - 415004 Email : mahesh.mohite88@gmail.com Cell : +91 8380098985	1.2 Lacs
2020-2021	Sakunde Saurabh Chandrakant. saurabhsakunde1810 @gmail.com 7020678111	BBA	2021	ACME Infovision Systems Pvt. Ltd. Satara Mahesh Mohite Infinity Sales Acme Infovision Systems Pvt. Ltd. P 4/4, IT Park M.I.D.C. Satara - 415004 Email : mahesh.mohite88@gmail.com Cell : +91 8380098985	1.2 Lacs
2020-2021	Ingawale Saurabh Chandrakant. ingawalesaurabh@gm ail.com 8600600306	BCA	2021	ACME Infovision Systems Pvt. Ltd. Satara Mahesh Mohite Infinity Sales Acme Infovision Systems Pvt. Ltd. P 4/4, IT Park M.I.D.C. Satara - 415004 Email : mahesh.mohite88@gmail.com Cell : +91 8380098985	1.2 Lacs
2020-2021	Ankita Digambar Inamake inamakeankita2000@ gmail.com 9511840615	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Arya Vasudeo Karambelkar karambelkararya123@ gmail.com 9021260229	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs






2020-2021	Disha Pravin Kate dishakd1001@gmail.com 7620648658	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Gandhar Sandesh Kurlekar gandharkurlekar0@gmail.com 8983826002	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Mayuri Jitendra Jadhav mayurijadhav1862001@gmail.com 9021832973	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Namrata Pawar namo99222@gmail.com 8421030973	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Sanket Kisan Sanas sanketsanas111@gmail.com 9004337715	BCA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Shraddha Rajaram Mahangade shraddham801@gmail.com 7020940665	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Siddharth Sanjay Ingale siddharthingale1998@gmail.com 7776908790	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs





2020-2021	Smita Bhandwalkar Smitabhandwalkar2904@gmail.com 9307916812	BBA	2021	Infosys. Mr. Dependra Mathur, Senior Vice President & Head Human Resource Development - BPM. Infosys BPM Ltd., Building 48, 4th Floor, Section 1, Electronic City, Hosur Road, Bangalore - 560100	2.03 Lacs
2020-2021	Aniket Dattatrya Gurav aniketgurav19@gmail.com 7038514757	BCA	2021	Karmaveer Bhaurao Patil College of Engineering, Satara. Mr. Ganesh Survase, Registrar, KBPCOE, Satara. 9049800808.	1.2 Lacs
2020-2021	Karne Sanket Sunil	BBA	2021	Global Fortune Mission India Pvt. Ltd. D-25, Snehal Bldg. Near Sanas Highschool, Dhayari Phata, Sinhagad Road, Pune - 411041. 9370054879/ 9021829853	1.44 Lacs
2020-2021	Parte Pankaj Sanjay	BBA	2021	Global Fortune Mission India Pvt. Ltd. D-25, Snehal Bldg. Near Sanas Highschool, Dhayari Phata, Sinhagad Road, Pune - 411041. 9370054879/ 9021829853	1.44 Lacs



  
 Dr. B.S.Sawant  
 Director  
 Karmaveer Bhaurao Patil Institute of  
 Management Studies & Research, Satara

01-Apr-2021  
**Priyanka Sanjay Wagh,**  
Pune.

**Dear Priyanka Sanjay Wagh,**

With reference to your appointment with Manpower Group Services India Pvt. Ltd., we have pleasure in offering you the position of **Accounting Analyst** in our organization on a contract basis. The detail of the offer is as follow

Start date of Assignment	:	<b>12 Apr 2021</b>
End date of Assignment	:	<b>11 Apr 2022</b>
Client	:	<b>IBM INDIA PVT LTD.</b>
Monthly NTH	:	<b>18000 /- NTH</b>

Any statutory dues like PF, ESI, Bonus etc, if applicable, will be Paid / Deducted as per law.  
All taxes will be deducted as applicable by law.

You will be insured under the Company's Group Medical Insurance scheme which provides accident cover of Rs.2,00,000 and medical cover of Rs.1,00,000; subject to terms contained in the policy. Details of how to avail of these benefits and other benefits are detailed in your Field staff Handbook which will be issued to you.

In addition, you will be eligible for 15 annual leave days and sickness/Casual leaves up to a maximum of 12 days per annum.

All other terms and conditions of the contract and the details of your salary break up are specified in Service Contract attached hereto.

Temporary Staff agrees to provide Manpower with notice for termination or pay salary in lieu of notice should the Temporary Staff decide to end an Assignment earlier than the agreed duration. The notice period for termination shall be in accordance with the following schedule:

Duration of Assignment	Notice Period
2 weeks or less	3 days
> 2 weeks to 1 month	1 week
1 month to 6 months	2 weeks
> 6 months	1 month

\*The Name in system might change as per compliance.



Signature  
**Authorized Signatory**

Signature  
Accepted By  
**Priyanka Sanjay Wagh**





Sarang Bhola &lt;sarangbhola@gmail.com&gt;

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**Offer acceptance.**


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**priyanka wagh** <priyankawagh4298@gmail.com>  
 To: "Dr. Sarang Bhola" <sarangbhola@gmail.com>

Wed, Apr 7, 2021 at 11:19 AM

Good morning sir,  
 I accept the offer. I'm interested to be a part of IBM. Thanks for giving me such a great opportunity.  
 Thank you.

----- Forwarded message -----

From: **priyanka wagh** <priyankawagh4298@gmail.com>

Date: Tue, 6 Apr, 2021, 11:36 AM

Subject: Re: Offer Letter

To: Y, Jayavignesh <jayavignesh.y@manpower.co.in>

Cc: BR, Harish <harish.br@manpower.co.in>, P, Stella <stella.p@manpower.co.in>, Rout, Swagatika <swagatika.rout@manpower.co.in>, Baby, Neethu <neethu.baby@manpower.co.in>, Khilare, Prakash <prakash.khilare@manpower.co.in>

Good morning sir,  
 I accept the offer. I'm interested to be a part of IBM. Thanks for giving me such a great opportunity.  
 Thank you.

On Thu, 1 Apr, 2021, 3:54 PM Y, Jayavignesh, <jayavignesh.y@manpower.co.in> wrote:

Dear Priyanka Sanjay Wagh,

Welcome to the Manpower Group Family!

At the outset, I would like to congratulate you for having fared so well in the interview process and for having made a definite impression in the minds of those who have interacted with you during the interviews. I am sure that going forward, this impression will only grow stronger.

We expect you to set an example of diligence, dedication and commitment and contribute your best efforts in making Manpower Group Services India Pvt. Ltd a leading organization.

Please feel free to get in touch with me for any further information / clarifications you may need.

Wishing you luck for all your assignments and a long and rewarding career at Manpower Group Services India Pvt. Ltd.

PFA the Offer Letter.

In case of any queries please reach out to JAYAVIGNESH mobile: 6374365962 email: jayavignesh.y@manpower.co.in

Note: Your salary is strictly confidential! Any queries or concerns to be discussed only with Manpower HR team and not with client or colleagues.

Violations of company policy, for any reason, may result in progressive disciplinary action.

Jayavignesh Y  
 Senior Consultant - HR Operations  
 Manpowergroup Services India Pvt. Ltd  
 HMG Ambassador 7th Floor,  
 137 Residency Road,  
 Near The Chancery Pavilion Hotel,  
 Bangalore 560025, Karnataka,  
 India.



6/6/2021, 10:17 AM



D : +91 80 67200776  
T : +91 80 67200700  
M : +91 6374365962

Jayavignesh.y@manpower.co.in  
www.manpowergroup.co.in

For all employee queries contact Manpower Helpdesk  
1800-419-4001 (Working Hrs 9:30 am till 6:30 pm, Mon-Fri)  
Or e-mail- employee.resolution@manpower.co.in



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**Appointment of Mr. Abhishek Shelar**

1 message

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**Hr HFMC Satara** <hr.str@hindustanfeeds.com>  
To: Chavan Sir <mba.kbp@gmail.com>

Thu, Mar 25, 2021 at 3:22 PM

Dear Sir,

We appointed Mr. Abhishek Ramchandra Shelar as Trainee Sales Officer with salary of Rs 10000 + other allowance he joined his duties from 24th March 2021

Thanks a lot for coordination and also provide us suitable manpower in future

Thanks and Regards

Shridhar Phadke

Manager HR

Hindustan Feeds Manufacturing Company

Satara



HFMC/P&A/EPP/2021

Date: 24/03/2021

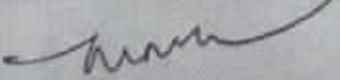
Mr. Abhishek Ramchandra Shelar,  
At- Shelarwadi, Post- Dhavadi,  
Tal- Wai, Dist- Satara, Pin - 412 803.

Dear Mr. Shelar,

With reference to your application and subsequent interview you had with us on 19/03/2021, we are pleased to appoint you as "Trainee Sales Officer" on EPP in our Marketing Department on following terms and conditions:


1. You will be paid only a consolidated stipend of **Rs.20,000/-(twenty thousand only)**. You will not entitle to any other benefits, privileges which are available / applicable to the regular employees.
  2. You will be on training for period of Six months from the date of your joining. During the period of your training, your appointment is liable to be terminated without notice from either side.
  3. You will not engage yourself in any other trade, business, consultation and / or employment, either paid or unpaid, except with the permission of the Company in writing and that you will not disclose any information, regarding the affairs of the Company, which might have to come to your knowledge, during the period of your training.
  4. During your training period, you will not enjoy any leave as per Company's rules.
  5. In other matters of service, you shall be governed by the Company's rules and practice, relating to other members of your category.
  6. Your appointment will be effective from **24<sup>th</sup> March 2021**.
  7. You shall make your own arrangements for accommodation and conveyance.
- This letter is being issued to you in duplicate. You are advised to return one copy to us, duly signed by you, in token of your acceptance of the above terms and conditions.

For - Hindustan Feeds Mfg. Co.

  
General Manager.



Received & Accepted.

  
Mr. Abhishek Ramchandra Shelar



# माण देशी फाँडेशन, म्हसवड

ता माण जि सातारा महाराष्ट्र  
Soc/ Trust Reg. No:- F4494/4523/ SAT/ MAH  
80 G No. PN/CIT-III/ Tech/80G/281/2011-12/2915  
FCRA No. 083970038

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वर्षाक क्र. ४९८९ अ / ०२/२०२१

दि. २५/०२/२०२१

प्रती,

मनीषा अरविंद बोदाडे

शाखा-वडुज

विषय : रोजदारी तत्वावर नेमणूक पत्र

महोदय,

आपली दिनांक ०८/०२/२०२१ रोजी मुलाखत झाल्याप्रमाणे आपली निवड "माण देशी फाँडेशन, म्हसवड येथे उद्योगिनी "हेटा आणि मॉनिटरींग हेड" या पदासाठी खाली नमूद केलेल्या अटी व नियमास अनुसरून करणे संचालक मंडळाने मान्यता दिलेली आहे. आपली "रोजदारी तत्वावर" तात्पुरत्या स्वरूपात नेमणूक करण्यात येत आहे. आपण सस्येच्या सर्व अटी व नियम मान्य असलेले समती पत्र सादर करून दिनांक ०२-०३-२०२१ पासून माणदेशी फाँडेशन शाखा - वडुज येथे रुजू व्हावे.

१. या फालावधी मध्ये आपणास मेहनताना दिवसाला ४००/- ( चारसे रुपये फक्त) देण्यात येईल.
२. आपण जेवढे दिवस काम करणार तेवढ्या दिवसाचा पगार आपणास मिळेल.
३. रविवार सोडून आपणास इतर कोणत्याही सुट्या लागू नसणार.
४. लॉकडाऊन पूर्णपणे शिथिल होई पर्यंत व ऑफिसचे फिल्ड सहित कामकाज सुरळीत रीत्या चालू होई पर्यंत आपल्याला रोजदारी तत्वावर काम करावे लागेल.
५. रोजदारी तत्वावर आपण काम करत असताना वेळोवेळी आपल्या कामाची गुणवत्ता तपासली जाईल.
६. आपल्या कामाच्या गुणवत्ते वरून आपणास मुलाखतीसाठी बोलवापये कि नाही याचा अधिकार सस्ये राखून ठेवत आहे.
७. लॉकडाऊन पूर्णपणे शिथिल झाल्यानंतर व ऑफिसचे फिल्ड सहित कामकाज सुरळीत रीत्या चालू झाल्यावर आपणास मुलाखतीसाठी सस्येच्या मुख्य कार्यालय म्हसवड येथे यावे लागेल.
८. मुलाखती मधून आपली निवड झाल्यास आपणास कामावर ठेवण्या संबंधीचा निर्णय घेण्यात येईल.
९. ह्या पत्राचा कालावधी दिनांक ०२-०३-२०२१ पासून पुढील सहा महिन्या पर्यंत मर्यादित असेल.

वर नमूद केलेल्या अटी व शर्ती मान्य असलेचे समती पत्र आणि सोबत जोडलेल्या वादीप्रमाणे कागदपत्र सादर करून नमूद केलेल्या तारखेला कामावर रुजू व्हावे लागेल.



आपली विश्वासू,

वनिता शिंदे

मुख्य प्रशासन अधिकारी



PRIVATE AND CONFIDENTIAL

**Reference No. - 1384037726**  
**Applicant ID - 4372976**

11-Mar-2021

Trupti Nikam

Dear Trupti,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1384037726

Applicant ID - 4372976

11-Mar-2021

Trupti Nikam

Dear Trupti,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at KOLHAPUR - RAJARAMPURI\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 24-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Patra Road,  
Vadodara 390 007, India.





**Reference No. - 1384037726**

Trupti Nikam

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office - ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1384037726**

Trupti Nikam

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1384037726**

Trupti Nikam

**• General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Prakash

Digitally signed by AMIT PRAKASH  
Date: 2021.03.11 09:57:49 +05:30  
Reason: Offer Letter  
Source: Mailbox

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
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**Reference No. - 1384037726**

Trupti Nikam

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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**Reference No. - 1384037726**

Trupti Nikam

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT PRAKASH  
Date: 2021.03.11 09:57:49 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

**ICICI Bank Limited**  
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### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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**Remuneration Details**
**Name :** Trupti Nikam

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	10,000	1,20,000
Superannuation Allowance **	1050.00	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
<b>Total CTC</b>	<b>23,933</b>	<b>2,87,196</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>26,183</b>	<b>3,14,196</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 11-Mar-2021

Digitally signed by AMIT PRAKASH

Date: 2021.03.11 09:57:50 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**

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Old Padra Road,

Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1384052434**  
**Applicant ID - 4373530**

15-Mar-2021

sayali shalukar

Dear sayali,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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PRIVATE AND CONFIDENTIAL

Reference No. - 1384052434

Applicant ID - 4373530

15-Mar-2021

sayali shalukar

Dear sayali,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in CORPORATE EMP SOLUTIONS GROUP at PUNE - HADAPSAR MAGARPATTA\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 24-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s

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of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**Reference No. - 1384052434**

sayali shalukar

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

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- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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sayali shalukar

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
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    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
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**Reference No. - 1384052434**

sayali shalukar

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If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Prakash

Digitally signed by AMIT PRAKASH  
Date: 2021.03.15 08:03:35 +05:30  
Reason: Offer Letter  
C:\Users\Amit\Documents

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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sayali shalukar

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
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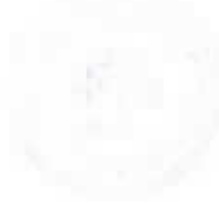
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Digitally signed by AMIT PRAKASH  
Date: 2021.03.15 08:03:35 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

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## JOINING FORMALITIES

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The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

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- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
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- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
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Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





**Remuneration Details**
**Name :** sayali shalukar

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
<b>Total CTC</b>	<b>25,933</b>	<b>3,11,196</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>28,183</b>	<b>3,38,196</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 15-Mar-2021

Digitally signed by AMIT PRAKASH

Date: 2021.03.15 08:03:35 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
 Fax: (91-22) 2653 1122  
 Website www.icicibank.com  
 CIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
 Near Chakli Circle,  
 Old Padra Road,  
 Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384007463  
Applicant ID - 4372937

17-Mar-2021

Pallavi Nivas Thorat

Dear Pallavi,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



## OFFER LETTER

Karnaveer Bhauroo Patil Institute of Management Studies and Research

Date: 1-Oct-2021

\_\_\_\_\_  
Nagthane

Dear Akash shahaji Salunke

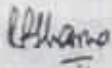
**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3.10 Lakhs\*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in November 2021 tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

We wish you a long and successful career with us!



Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification)

Further details of your joining process will be communicated by our Human Resources team in due course.

### ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: Akash Salunke NAME: Akash Shahaji Salunke DATE: 2-Oct-2021

Dr. S. S. Bhargava

placement cell /  
IAAC cell



2/10/21

Rayat Shikshan Sanstha's  
Karnaveer Bhauroo Patil Institute Of  
Management Studies & Research Satara  
Inward No 95 / 2021 - 22  
Date - 02/10/2021



**OFFER LETTER**

Karmaveer Bhaurao Patil Institute of Management Studies and Research

Date: 1-Oct-2021

Satara

Dear Vaibhavi Vitthal Bhasale

***Welcome to the DMart family!***

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3.10 Lakhs\*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in November 2021 tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India, your initial place of posting and other details will be communicated in due course before you join the organization.

We wish you a long and successful career with us!

Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification)

Further details of your joining process will be communicated by our Human Resources team in due course

**ACKNOWLEDGEMENT & ACCEPTANCE**

SIGNATURE

NAME

Vaibhavi Vitthal Bhasale

DATE

01/10/21





# Fusion Associates

Bond And Beyond

Email: [hr@fusionassociates.com](mailto:hr@fusionassociates.com)

Address: Vitthal Icea complex,  
Raviwar peth, Satara

## JOB APPOINTMENT LETTER

Date :01/10/2021

Name :Swarali Anil Mahadik

Address :990 , Shaniwar peth , Satara .

Subject :Appointment For Marketing Executive

Dear Swarali mam ,

We are pleased to offer you , the position of Marketing Executive with Fusion Associates on the following terms and conditions .

Date Of Joining :1<sup>st</sup> October 2021

Job Title : Marketing Executive

**Salary and Compensations :** You will receive the CTC of Rs. 1.08 lakh per annum. You will receive the variable amount based on your performance. After the completion of the probationary period , you will be eligible for leave as per the company rules.

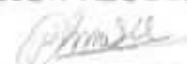
**Working Hours :**The working days will start normally from Monday and end on Saturday . The working hours for your profile will be 10 AM to 6 PM.

We Congratulate you on your appointment and wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development .

With Best Wishes

Sincerely

FUSION ASSOCIATES

  
Prop. Rishikesh P. Meske



JADHAV AKASH ANANDRAO  
411/63 B, MEHER DESHAMUKHA  
COLONY, RAGHUNATHAPURA KARANJE  
PETH, VTC, DIST SATARA-415002

Employee No.: 30569

Dear Sir/Madam,

TEMPORARY APPOINTMENT - TEMPORARY CLERK

With reference to your application we are pleased to inform you that you are appointed in the Bank as Temporary Clerk w.e.f. 01/12/2021 in a purely temporary vacancy for a period of 61 days from 01/12/2021 to 30/01/2022 on Gross Monthly Salary of Rs.14000/- per month only (comprising of Basic, Special Allowance, House Rent Allowance and Adhoc Allowance) subject to the following terms and conditions:

1. On expiry of the period mentioned above, your temporary service shall automatically stand terminated. The Management, however, reserves the right to terminate your services even before the expiry of the period mentioned above, without assigning any reason thereof.
2. You shall have no claim for continuing your temporary appointment even if the temporary vacancy in which you are appointed is continued for a further duration.
3. You will be covered under the Bank's Provident Fund Trust and contribution @12% of Basic and Special Allowance, will be deducted from your monthly gross salary. The Bank will make an equal contribution every month which will be paid to you at the time of settlement of your dues on being relieved from the services of the Bank.
4. It should be expressly understood that no rights or privileges of permanent employees will accrue to you in any circumstances as it is a purely temporary appointment arisen on account of temporary vacancy.
5. You will be bound by all the rules and regulations of the Bank in force during the term of your temporary appointment.
6. You will not be entitled to any paid leave during the aforesaid period.

If the above terms and conditions are acceptable to you, you are advised to return a copy of this letter duly signed. Your posting details are as under.

SARASWAT CO-OP. BANK LTD.  
SATARA BRANCH  
SILVER ARCH, PLOT NO. 1 SURVEY NO.  
289/289 NEW RADHIKA ROAD, CPE  
KADAM PETROL PUMP, SATARA - 415 001

(Ms. Rini Ghosal)  
Assistant General Manager

I have fully understood the terms & conditions of appointment and I accept the same.

*(Handwritten signature)*

(Signature)

C.C. BRANCH MANAGER: SATARA BRANCH

- 1) Kindly maintain the Acknowledgment copy at your end.
- 2) Please note that salary paid to the temporary staff is centrally administered by HRD Department.

*Dr. S-S Bhalga*  
*Placement Cell,*  
*Satara*  
*10/12/2021*



एचआरडी सं. 2378 / रेक.एक्जीक्यूटिव/- KBPIMR  
HRD No.2378 /Rec.Executive/- KBPIMR

November 09, 2021

Rutika Atul Sonis  
1067  
Shanivarpeth  
Satara  
Satara  
Maharashtra

Applicant No: 326508

महोदया/प्रिय महोदय  
Madam/Dear Sir,

**एक्जीक्यूटिव की भर्ती**  
**Campus Recruitment 2020-21 – Executive (On Contract)**

With reference to the interviews held for the captioned post, the bank is pleased to offer you the post of Executive in the Bank, on purely contractual basis, for an initial period of one year from the date of joining in the Bank. Detailed terms and conditions governing your appointment are given in **Annexure-I**, which forms an integral part of this letter.

This offer is subject to the following Terms and conditions and you meeting the eligibility criteria as communicated to your institute prior to conducting the Interviews, including passing of the requisite Graduate degree in the first attempt and submission of a degree certificate to that effect.

2. कृपया आप "एक्जीक्यूटिव की भर्ती - २०२१ आवेदक सं. (326508) विषय लिखकर [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in) पत्र के सभी शर्तों एवं निबंधनों के बारे में अपनी पूर्ण और बिना शर्त स्वीकृति सूचित करें. कृपया नोट करें कि उपर्युक्त प्रस्ताव पत्र की स्वीकृति की सूचना यथासंभव शीघ्र, किंतु किसी भी स्थिति में दिनांक **November 11, २०२१** को 18.00 बजे तक भेजी जाए. ऐसा न होने पर उपर्युक्त प्रस्ताव स्वतः ही समाप्त हो जाएगा. यह स्पष्ट किया जाता है कि स्वीकृति की जानकारी देने / सूचित करने के लिए और अधिक समय प्रदान करने के किसी अनुरोध को बैंक द्वारा स्वीकार नहीं किया जाएगा और बैंक आपके साथ किसी भी प्रकार का कोई पत्राचार नहीं करेगा.

Rajal Shikshan Sanstha's  
Karmaveer Bhaurao Patil Institute Of  
Management Studies & Research Satara  
Inward No 286  
Date - 11/11/2021

*Dr. S. S. Bhole*  
*placement cell*  
*Signature*



Please convey your absolute and unconditional acceptance of all the terms and conditions of this offer letter through e-mail to [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in), mentioning subject as "Recruitment of Executive - Campus 2021 Applicant No. (326508)". Please note that the communication of the acceptance of the offer letter may be sent to us on or before **November 11, 2021** latest by 18:00 hours, failing which, the aforesaid offer shall lapse automatically. It is clarified that, no request for grant of further time for conveying/communicating the acceptance to the Bank shall be considered and the Bank shall not enter into any correspondence whatsoever with you.

**3. दस्तावेजों, कार्यग्रहण किट आदि प्रस्तुत करने के लिए रिपोर्ट करना**

आपको आरंभ में अपने दस्तावेजों के सत्यापन और कार्यग्रहण औपचारिकताओं को पूरा करने के लिए हमारे IDBI Bank Ltd, IDBI Bank Ltd, Azad Chowk, Near Jain Mandir, Main Road, Koregaon, Satara, Maharashtra में रिपोर्ट करना होगा. आपको अनुबंध- III में किए गए उल्लेख के अनुसार सभी दस्तावेज (मूल तथा अनुप्रमाणित जिरॉक्स प्रतियाँ) अपने साथ लाने होंगे. यदि आपके दस्तावेज ठीक नहीं पाए गए तो आपको उचित दस्तावेजों के साथ फिर से IDBI Bank Ltd, IDBI Bank Ltd, Azad Chowk, Near Jain Mandir, Main Road, Koregaon, Satara, Maharashtra को रिपोर्ट करना होगा. कृपया नोट करें कि पैन कार्ड, पासपोर्ट, मतदाता पहचान पत्र, ड्राइविंग लाइसेन्स, आधार कार्ड आदि के रूप में एक फोटो पहचान पत्र अपने साथ लाना है.

**Reporting for submission of documents, Joining kit, etc.**

You will have to report initially at our IDBI Bank Ltd, **IDBI Bank Ltd, Azad Chowk, Near Jain Mandir, Main Road, Koregaon, Satara, Maharashtra** for verification of the documents and completion of your joining formalities. You will have to carry all the documents (original as well as attested Xerox copies) as mentioned at **Annexure - III**. In case, your documents are not found to be in order, you will have to report again to IDBI Bank Ltd, **IDBI Bank Ltd, Azad Chowk, Near Jain Mandir, Main Road, Koregaon, Satara, Maharashtra** along with proper documents. Please note to carry a photo identity such as PAN Card, Passport, Voters ID Card, Driving License, Aadhaar card etc.

**4.** आपको प्रारंभ में निम्नलिखित बैंक के प्रधान कार्यालय / शाखा कार्यालय - IDBI Bank Ltd, IDBI Bank Ltd, Azad Chowk, Near Jain Mandir, Main Road, Koregaon, Satara, Maharashtra (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 473 Proposed Position -Customer Service Executive.RBG.) में तैनात किया जाएगा. कृपया नोट करें कि आपको बैंक के निर्णय के अनुसार इसके किसी भी कार्यालय में पदापित किया जा सकता है और इसके किसी भी विभाग/ वर्टिकल में या इसकी किसी सहायक /सहयोगी संस्थाओं की कारोबारी इकाइयों में कार्य काम करना होगा. साथ ही आपको समय-समय पर बैंक के लागू नियमों के अनुसार भारत/ विदेश में किसी भी स्थान पर स्थानांतरित किया जा सकता है.

Initially you will be posted at IDBI Bank Ltd, Head Office/Branch - IDBI Bank Ltd, IDBI Bank Ltd, Azad Chowk, Near Jain Mandir, Main Road, Koregaon, Satara, Maharashtra(Org- RB Branch Banking Vertical - Retail Banking SOL ID: 473 Proposed Position -Customer Service Executive.RBG. ). Please note that the Bank reserves the right to post you in any of the offices of the Bank and to work in any of its departments/verticals or offices/business units of its subsidiaries/associate institutions, as the Bank may decide. You will also be liable for transfer to



any place in India/abroad, as the Bank may decide, in terms of the applicable rules of the Bank, prevailing from time to time.

आपको किसी ऐसे दूसरे संगठन में सेवा के लिए ऐसी अवधि और निबंधनों एवं शर्तों पर प्रतिनियुक्त किया जा सकता है जो बैंक द्वारा समय-समय पर निर्धारित की जाएं.

You will be liable to be deputed to serve in any other organisation in any manner whatsoever, for such duration and on such terms and conditions as the Bank may decide.

5. कृपया कार्यग्रहण औपचारिकताओं को पूरा करने के लिए ऑफर पत्र के पैरा 3 में निर्दिष्ट किए गए अनुसार स्थान पर **November 15, 2021** को रिपोर्ट करें.

Please report for completing joining formalities on **November 15, 2021** to the place indicated in Para 3 of the offer letter.

6. **नियुक्ति के लिए पूर्व शर्तें**  
**Pre conditions for appointment**

तथापि, संविदा आधार पर आपकी यह नियुक्ति इन शर्तों पर होगी :

Your contractual appointment is, however, subject to:

(i) आपको उम्र और शैक्षणिक अर्हता के संबंध में पात्रता मानदंडों को निर्दिष्ट को पूरा करना होगा. (कृपया अनुबंध II देखें).

Your fulfilling the eligibility criteria regarding age and educational qualification respectively as specified in **Annexure II**.

(ii) बैंक में कार्यग्रहण करने के समय आपको डाक्टरी रूप से उपयुक्त होना चाहिए.

You should be medically fit at the time of joining the Bank's services.

(iii) ऐसे डाक्टरी जांच के संबंध में आपके द्वारा चिकित्सा जांच पर किये गये खर्च की प्रतिपूर्ति आपको, बैंक की सेवा में शामिल होने के एक महीने के भीतर मूल चिकित्सा बिलों को प्रस्तुत करने पर की जाएगी.

The expenditure incurred on medical tests by you in connection with medical examination will be reimbursed to you subject to production of original medical bills within one month of joining the Bank.

(iv). संविदा आधार पर इयूटी पर कार्यग्रहण के लिए रिपोर्ट करते समय आपको अपनी आयु, शैक्षणिक योग्यता, अनुभव, यदि कोई है (कार्यमुक्ति, अनुभव प्रमाणपत्र) संबंधी मूल प्रमाण-पत्र तथा उनकी अनुप्रमाणित सत्य प्रतिलिपियां भी प्रस्तुत करनी होगी (देखें अनुबंध-III). कृपया आप संलग्न फार्मेट में 2 संदर्भ (रेफरी) प्रमाणपत्र भी प्रस्तुत करें. (कृपया परिशिष्ट V देखें).

You shall produce at the time of reporting for contractual duty all the certificates in original regarding your age, educational qualification, experience, if any (relieving,



experience certificates) together with attested true copies thereof. (Please see **Annexure III**). You are advised to furnish two Reference Certificates, in the format enclosed. (Please see **Appendix V**).

- (v) यदि आप अनुसूचित जाति / अनुसूचित जनजाति के सदस्य हैं तो आपको जाति संबंधी प्रमाण-पत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों में से किसी एक प्राधिकारी [(परिशिष्ट I (क) में सूची दी गई है)] से केन्द्र सरकार द्वारा निर्धारित फॉर्मेट (परिशिष्ट- I में दिये गये अनुसार) में अनुसूचित जाति / जनजाति संबंधी प्रमाणपत्र प्रस्तुत करना होगा. यदि आप अनुसूचित जाति / जनजाति श्रेणी के सदस्य हैं और भविष्य में आपके धर्म में कोई परिवर्तन होता है तो उसकी तत्काल सूचना बैंक को देना नोट करें. इसके अलावा आपकी नियुक्ति अनंतिम है और जाति / जनजाति की सदस्यता का उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन में इस बात का पता चलता है कि अनुसूचित जाति / अनुसूचित जनजाति से संबंधित आपका दावा असत्य है तो आपकी सेवाएं कोई कारण दिये बिना तत्काल समाप्त की जाएंगी. बैंक आपके विरुद्ध ऐसी कार्रवाई करने का अधिकार अपने पास सुरक्षित रखता है जिसे वह ऐसा झूठा प्रमाणपत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के प्रावधानों के अधीन उचित या उपयुक्त समझे.

If you are a member of Scheduled Caste (SC) / Scheduled Tribe (ST), you shall produce Caste/Tribe Certificate in the format, as prescribed by Central Government [given at **Appendix I**] from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix I (a)**]. If you are a member of SC / ST category, you should note to intimate to the Bank forthwith, in case, there shall be a change in your religion, in future. Further, your appointment will remain as provisional and subject to verification of your Caste / Tribe Certificate, through proper channel. Your services will be liable to be terminated forthwith without assigning any reason, in case, the verification reveals that your claim for belonging to SC / ST Category is false. The Bank also reserves its right to take such further action against you, as it may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vi) यदि आप अन्य पिछड़े वर्ग (ओबीसी) से हैं तो आपको ओबीसी प्रमाणपत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों [सूची **परिशिष्ट II (क)** में दी गई है] से प्राप्त हालिया तारीख का / वैध ओबीसी प्रमाणपत्र (आपके क्रीमी लेयर से न होने के विशेष उल्लेख के साथ) केन्द्र सरकार द्वारा निर्धारित प्रारूप (**परिशिष्ट II** में दिया गया) में प्रस्तुत करना होगा. इसके अलावा आपकी नियुक्ति अनंतिम है और समुदाय / जाति प्रमाणपत्र के उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन से पता चलता है कि ओबीसी से आपकी संबद्धता का दावा या आपके क्रीमी लेयर से न होने का आपका दावा गलत है तो आपकी सेवाएं बिना कोई कारण बताए तथा आपके विरुद्ध ऐसी कार्रवाई, जो बैंक ऐसे झूठे प्रमाणपत्र के प्रस्तुतीकरण के लिए भारतीय दंड संहिता के प्रावधानों के अंतर्गत उचित या उपयुक्त समझे, पर कोई प्रतिकूल प्रभाव डाले बिना तत्काल समाप्त कर दी जाएंगी.

In case you belong to Other Backward Class (OBC) Category, you shall produce a recent / valid OBC Certificate (with Clause relating to non-creamy layer), in the format, as prescribed by Central Government [given at **Appendix II**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the

Community /Caste Certificate through the proper channel. If the verification reveals that your claim to belonging to OBC Category or non-creamy layer is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vii) यदि आप आर्थिक रूप से कमजोर वर्ग श्रेणी से संबंध रखते हैं तो आपको इस प्रकार (ईडब्ल्यूएस) प्रमाणपत्र जारी करने के लिए अधिकारप्राप्त सक्षम प्राधिकारियों में से एक सूची परिशिष्ट VI (एमान्य ईडब्ल्यूएस प्रमाणपत्र केंद्र सरकार द्वारा /के द्वारा जारी हाल का [में दी गई है ( परिशिष्ट) निर्धारित प्रारूप में VI में दी गई है] प्रस्तुत करना होगा। इसके साथ, आपकी नियुक्ति अनंतिम होगी तथा यह उचित माध्यम से ईडब्ल्यूएस प्रमाणपत्र के सत्यापन के अधीन होगी। यदि सत्यापन से यह पता चलता है कि ईडब्ल्यूएस से संबंधित आपका दावा गलत है तो ऐसे झूठे प्रमाणपत्र प्रस्तुत करने के लिए आपकी सेवा बिना कोई कारण बताए और आपके विरुद्ध भारतीय दंड संहिता के प्रावधानों के अधीन कार्रवाई, जैसा बैंक उचित और उपयुक्त समझे, पर बिना कोई प्रतिकूल प्रभाव डाले तुरंत समाप्त कर दी जाएगी।

In case you belong to Economically Weaker Section (EWS) Category, you shall produce a recent / valid EWS Certificate in the format, as prescribed by Central Government [given at **Appendix V**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the EWS Certificate through the proper channel. If the verification reveals that your claim to belonging to EWS is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (viii) कृपया नोट करें कि यदि आपका जाति प्रमाणपत्र (i) केन्द्र सरकार द्वारा निर्धारित उचित प्रारूप में न हो, (ii) आपके राज्य के लिए भारत सरकार की सूची में उल्लिखित जाति का नाम नहीं दर्शाता हो, (iii) उस पर जारी करने वाले कार्यालय / प्राधिकारी की मुहर न लगाई गयी हो, तो बैंक में आपकी नियुक्ति करने पर विचार नहीं किया जाएगा।

Please note that your joining in the Bank will not be considered in following cases: (i) your caste certificate is not in the format, as prescribed by Central Government (ii) your caste certificate does not contain the name of Caste as mentioned in the Central Government list for your state (iii) your caste certificate does not contain Seal of Issuing Office/Authority.

- (ix) यदि आप शारीरिक रूप से अक्षम (पीडब्ल्यूडी) हैं तो आपको सक्षम चिकित्सा प्राधिकारियों / चिकित्सा बोर्ड से इस प्रयोजन के लिए प्राप्त चिकित्सा प्रमाणपत्र निर्धारित फार्म में प्रस्तुत करना होगा (कृपया परिशिष्ट - III देखें)





If you are a Person with Disability (PWD), you shall produce valid Disability Certificate, in the prescribed format, issued by the Competent Medical Authorities/Medical Board [given at **Appendix III**].

- (x) आपको अपने वर्तमान नियोक्ता, यदि कोई है तो, से उचित कार्यमुक्ति संबंधी संतोषजनक प्रमाण प्रस्तुत करना होगा. (देखें परिशिष्ट -IV)

You should produce satisfactory evidence of having obtained proper release from your present employer, if any. (Please see **Appendix IV**).

7. संविदा आधार पर कार्यग्रहण के लिए रिपोर्ट करने के बाद बैंक को यदि आपके संबंध में निम्नानुसार रिपोर्ट/जानकारी मिलती है, तो आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं:

Please note that your contractual appointment is liable to be terminated without any notice or compensation in lieu thereof, if after your reporting for duty, the Bank receives:

- (i) यदि आपके द्वारा बताए गए संदर्भों की ओर से अथवा पुलिस जांच पर अथवा आपके पूर्ववर्ती नियोक्ता या नियोक्ताओं से प्रतिकूल रिपोर्ट प्राप्त होती है, अथवा

Any adverse report on police enquiry or from the references indicated by you, or from your previous employer(s), if any, or

- (ii) यदि ऐसी जानकारी प्राप्त होती है कि बैंक की सेवा में आने से पहले आपने कोई कदाचारपूर्ण कृत्य किया है, जो बैंक के मतानुसार आपको बैंक की सेवा के लिए अपात्र बना देता है.

Any information that you had prior to joining to Bank's service committed any act of misconduct which, in the opinion of the Bank renders you unfit to serve in the Bank.

- (iii) असंतोषजनक कार्य-निष्पादन सहित किंतु इसी तक सीमित नहीं, कारणों से सेवा की समाप्ति सहित आपके पूर्वनियोक्ता (नियोक्ताओं) (यदि कोई है) से कोई प्रतिकूल रिपोर्ट प्राप्त होती है.

Adverse report from your previous employer(s) (if any) including termination of service for reasons including but not limited to non-satisfactory performance only.

8. आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में कोई मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं.

Your appointment is also liable to be terminated forthwith without any notice or compensation in lieu of notice.

- (i) यदि आपके द्वारा प्रस्तुत घोषणा/विवरण/जानकारी किसी भी समय गलत या असत्य पाई जाती है अथवा कोई महत्वपूर्ण जानकारी छिपाई गयी पाई जाती है.

If any declaration/statement/information furnished by you is found to be false or untrue or if any material information is found to be suppressed by you.



- (ii) यदि आप संविदात्मक अवधि के दौरान बैंक को कोई सूचना दिए बिना लगातार दस दिनों तक इयूटी से अनुपस्थित रहते हैं तो यह समझा जाएगा कि आपने बैंक में अपना पद छोड़ दिया है।  
In the event of your remaining absent from the duties for a continuous period for ten days without any intimation to the Bank during the contractual period, you will be deemed to have vacated your post in the Bank.
9. आपको हिंदी का कार्यसाधक ज्ञान प्राप्त करना अनिवार्य है।  
You must acquire working knowledge of Hindi.
10. किसी विसंगति के मामले में अंग्रेजी पाठ अभिभावी होगा।  
In case of any discrepancies, the English version shall prevail.

भवदीय / Yours faithfully,



उप महा प्रबंधक / Deputy General Manager  
(मानव संसाधन / Human Resources)

संलग्न : यथोक्त.  
Encl. : As above.



अनुबंध - I / ANNEXURE-I

पूर्णतः संविदा आधार पर एकजीक्यूटिव के पद हेतु ऑफर पत्र  
के हिस्से के रूप में निबंधन व शर्तें

**Terms and conditions forming part of the offer letter for the post of  
Executive on purely contractual basis**

(यह ऑफर पत्र का अभिन्न हिस्सा है / This forms integral part of offer letter)

1. **कार्य की जिम्मेदारी** : आप फ्रंट/ बैंक ऑफिस के कार्यकलापों / कार्यों जैसे कि टेलर सेवा एकजीक्यूटिव / ग्राहक सेवा एकजीक्यूटिव / दस्तावेज एकजीक्यूटिव तथा शाखा बैंकिंग / परिचालन / बैंकएशुरेंस में इसी प्रकार की अन्य भूमिकाओं के लिए और बैंक द्वारा अपने विवेकानुसार समय-समय पर दिए / सौंपे गए इस प्रकार के अन्य कार्यों के लिए प्राथमिक रूप में जिम्मेदार रहेंगे.

**Job responsibility:** Primarily responsible for front /back office activities/job functions like Teller Service Executives/Customer Service Executives/Document Executives and other roles of similar nature in branch banking/operations/ Bancassurance and such other jobs, which the Bank, in its sole discretion, may assign/entrust from time to time.

2. **संविदा की अवधि** : संविदा की प्रारंभिक अवधि संविदा आधार पर सेवा में आने की तारीख से 1 वर्ष के लिए होगी. बैंक संतोषजनक कार्य-निष्पादन, छुट्टी अभिलेख, नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना तथा अन्य मानदंडों, जो बैंक द्वारा स्वविवेकानुसार निर्धारित किए जाए, के आधार पर और रिक्तियाँ उपलब्ध होने पर अपने विवेकाधिकार से इस संविदा को वर्ष-दर-वर्ष आधार पर बढ़ा सकता है. इसके अलावा, बैंक संविदा को पुनः नवीकरण करने का अधिकार (कोई बाध्यता नहीं) अपने पास सुरक्षित रखता है. संविदा, बैंक में संविदात्मक सेवा में कार्यग्रहण की तारीख से तीन वर्ष से अधिक समय के लिए नवीकृत नहीं की जाएगी. किसी भी स्थिति में यह संविदा बैंक में नियमित रोजगार के लिए अथवा सेवा की संविदा के नवीकरण के लिए दावा करने का अधिकार प्रदान नहीं करेगा.

**Period of contract** : Initial period of contract would be for one year from the date of joining the contractual service. The Bank, at its sole discretion, may offer to renew the contract on year-to-year basis, subject to satisfactory performance, leave record, completion of assigned mandatory e-learning certifications within stipulated timelines and such other parameters or criteria as may be decided by the Bank at its **sole** discretion and also availability of vacancies. Further, the Bank reserves the right (and not an obligation) to further renew the contract. The contract shall not be renewed beyond a period of three years from the date of joining the contractual service in the Bank. Under no circumstances, the contract would confer any claim for regular employment in the Bank or for renewal of the contract of service.

3. **संविदा की समाप्ति** : यह संविदा बैंक द्वारा नवीकृत न करने की स्थिति में अपना समय पूरा होने पर स्वतः समाप्त हो जाएगी और बैंक के लिए यह आवश्यक नहीं होगा कि वह सेवाओं की समाप्ति के बारे में कोई औपचारिक आदेश जारी करे अथवा इस संबंध में कोई पूर्वसूचना दे. इस संविदा को कोई भी पक्ष



एक महीने की लिखित पूर्वसूचना देकर समाप्त कर सकता है. बैंक सूचना अवधि के बदले में एक महीने का निर्धारित पारिश्रमिक देकर इस संविदा को तत्काल समाप्त करने का अधिकार अपने पास सुरक्षित रखता है. इस संविदा को समाप्त करने पर कोई क्षतिपूर्ति अदा नहीं किया जाएगा.

**Termination of contract:** The contract shall expire by efflux of time, if not renewed by the Bank and the Bank shall be under no obligation to issue a formal order of termination or to give any prior notice in this regard. The contract can also be terminated by either party by giving one month's prior written notice. The Bank reserves the right to terminate the contract with immediate effect by paying one month's fixed remuneration in lieu of the notice period. No compensation whatsoever is payable on termination of the contract.

4. **सेवा में शामिल करने की संभावना:** 3 वर्षों की संविदा सेवा के दौरान संतोषजनक कार्यनिष्पादन, छुट्टी रिकॉर्ड, ईआर क्लियरेंस पाए जाने पर और नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना और बैंक में रिक्तियां होने पर इस प्रकार से नियुक्त उम्मीदवार बैंक द्वारा निर्धारित चयन प्रक्रिया के माध्यम से ही सहायक प्रबंधक ग्रेड 'ए' (सहायक प्रबंधक) के रूप में बैंक की सेवा में लिए जा सकते हैं. केवल 3 वर्षों के लिए संविदा के नवीकरण से या संविदा आधार पर 3 वर्ष की सेवा पूरी करने से कोई उम्मीदवार सहायक प्रबंधक के रूप में बैंक की सेवा में लिए जाने के लिए पात्र नहीं माना जाएगा.

**Possibility of future appointment:** Subject to satisfactory performances, leave records, ER clearance during 3 (three) years of contractual services and completion of assigned mandatory e-learning certifications within stipulated timelines as also subject to availability of vacancies, such appointees would be eligible for appointment as Assistant Manager - Grade 'A' (AM) **only through a selection process as may be decided by the Bank.** Mere renewals of contract for 3 years or serving 3 years of contractual term shall not ipso-facto render an appointee eligible for appointment as AM.

5. **संविदा की अवधि में नियत पारिश्रमिक :** प्रारंभिक एक वर्ष के लिए रु.29,000/- प्रतिमाह का समेकित नियत पारिश्रमिक अदा किया जाएगा जिसमें से लागू नियमों के अंतर्गत सांविधिक कटौती/कटौतियों की जाएंगी. यदि बैंक इस संविदा का नवीकरण करता है तो उपर्युक्त समेकित नियत पारिश्रमिक को बढ़ाकर बैंक की सेवा में आने की तारीख से पहले वर्ष तथा दूसरे वर्ष के पूरा करने पर क्रमशः रु. 31,000/- प्रतिमाह और रु. 34,000/- प्रतिमाह कर दिया जाएगा. संविदा पर नियुक्त उम्मीदवार बैंक के पूर्णकालिक / अंशकालिक कर्मचारियों के लिये लागू अन्य किसी भत्ते (चिकित्सा सहित), परिलब्धियों, लाभों तथा अन्य सुविधाओं के लिए पात्र नहीं होंगे.

**Fixed remuneration during contractual period:** A consolidated fixed remuneration of Rs.29,000/- per month subject to statutory deduction/s under applicable laws will be paid for initial one year. If the Bank renews the contract, the above consolidated fixed remuneration will be increased to Rs. 31,000/- per month and Rs. 34,000/- per month on completion of the 1<sup>st</sup> year and 2<sup>nd</sup> year respectively from the date of joining the Bank. The appointee shall not be entitled to any other allowances (including medical), perquisites, benefits and other facilities which are applicable to full time/part time permanent employees of the Bank.





## 6. छुट्टी / Leave:

- (i) आनुपातिक आधार पर वर्ष में 20 (बीस) दिन की छुट्टियों पर विचार किया जाएगा. छुट्टी नकदीकरण का लाभ / की सुविधा उपलब्ध नहीं होगी. तथापि, संविदा की अवधि की समाप्ति / समाप्त किए जाने पर यदि कोई छुट्टी संचित है तो बैंक उसके नकदीकरण पर विचार करेगा तथा यह पूरी तरह बैंक के विवेकाधिकार पर निर्भर करेगा.

20 (twenty) days in a year on pro-rata basis will be considered. Benefit/facility of leave encashment will not be available. However, accumulation of leave, if any, at the end of contract/termination, would be considered for encashment at the sole discretion of the Bank.

- (ii) (क) एक्जिक्यूटिव/ नियुक्त कर्मचारी तीन वर्ष की अपनी पूरी संविदागत अवधि के दौरान अधिकतम छह माह की अवधि के लिए एक बार मातृत्व छुट्टी (एमएल) के लिए भी पात्र होंगी. वे प्रसव की अनुमानित तारीख से आठ सप्ताह पहले छुट्टी नहीं ले पाएंगी.

(a) Executives/Appointees are also eligible for Maternity Leave (ML) not exceeding six months only once during the entire contractual service period of three years. Not more than eight weeks shall precede the date of her expected delivery.

(ख) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि बैंक में ग्रेड 'ए' अधिकारी के रूप में उनकी नियुक्ति नहीं की गई है तो ऐसे एक्जिक्यूटिव की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं तथा संविदा की समाप्ति मातृत्व छुट्टी के समाप्त होने पर होगी.

(b) In case, where the Executive / Appointee has proceeded on ML in the third year and there is a situation wherein she is not appointed as an officer in Grade "A" in the Bank, the contract period of such executive would be extended beyond the contract last date up to the period she is on ML as per eligibility and the contract shall come to an end on expiry of ML.

(ग) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि वे बैंक में ग्रेड 'ए' अधिकारी के रूप में नियुक्ति के लिए लिखित परीक्षा और साक्षात्कार दोनों ही पास कर चुकी हैं तो ऐसे एक्जिक्यूटिव/ नियुक्त कर्मचारी की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं और ग्रेड 'ए' के रूप में नियुक्ति एक्जिक्यूटिव/ नियुक्त कर्मचारी द्वारा बैंक द्वारा निर्धारित अवधि के भीतर वापस ड्यूटी पर रिपोर्ट करने के बाद ही प्रभावी होगी तथा यह नियुक्ति अन्य पात्रता मानदंडों को पूरा करने के अधीन होगी.

(c) In case, where the Executive / Appointee has proceeded on ML in the third year of contract and there is a situation where she has cleared the written test and interview for appointment as officer in Grade "A" in the Bank, the contract period of such Executive / Appointee would also be extended beyond the contract last date up to the period she is on ML as per eligibility and the appointment as Grade "A" will be effective only after the Executive / Appointee reports





back to duty within the period as may be prescribed by the Bank and also subject to satisfying other eligibility criteria.

- (iii) कोई अन्य प्रकार की छुट्टी अनुमत/ स्वीकार्य नहीं है। कोई अन्य अनुपस्थिति मासिक क्षतिपूर्ति (निर्धारित पारिश्रमिक) से कटौती के अधीन होगी।

No other type of leave is permissible / admissible. Any other absence will result in pro-rata deductions from monthly compensation (Fixed remuneration).

7. **यात्रा/ विराम भत्ता :** बैंक के मौजूदा नियमों के अनुसार ही यात्रा / विराम भत्ता अदा किया जाएगा.

**Travelling/Halting Allowance:** The Travelling/Halting Allowance will be paid as per the extant Rules of the Bank.

8. **अधिवर्षिता लाभ :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है, नियुक्त उम्मीदवार किसी भी प्रकार के अधिवर्षिता लाभ के लिए पात्र नहीं होगा। यह स्पष्ट किया जाता है कि नियुक्त उम्मीदवार किसी उपदान, भविष्य निधि अथवा पेंशन संबंधी लाभ पाने के लिए हकदार नहीं होगा। बाद में यदि नियुक्त उम्मीदवार को बैंक की नियमित पूर्णकालिक सेवा (सहायक प्रबंधक) में शामिल किया जाता है तो उनके द्वारा संविदा के आधार की गई सेवा अवधि की गणना अधिवर्षिता लाभ के लिए शामिल नहीं की जायेगी।

**Superannuation benefits:** The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service of 1, 2 and/or 3 years would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee (Assistant Manager) at a later stage.

9. **नयी पेंशन योजना (एनपीएस) में पात्रता:** एकजीक्यूटिव के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक लिनिई पेंशन योजना (आईबीएलएनपीएस) नियमावली,के अंतर्गत 2011 निर्धारित अंशदान पेंशन योजना द्वारा, समय समय पर यथा संशोधितअनुसार अशोधित/, शासित होगी।

**Coverage under New Pension Scheme (NPS):** During the Contractual Period with IDBI Bank as an Executive, the appointee shall be governed by Defined Contribution Pension Scheme under IDBI Bank Ltd New Pension Scheme (IBLNPS) Rules, 2011, as amended/ modified from time to time.

10. **वरिष्ठता :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है, इसीलिए इसके अंतर्गत नियुक्त उम्मीदवारों की कोई परस्पर वरिष्ठता सूची नहीं होगी।

**Seniority:** The engagement being purely on contractual basis, the appointee will not have any inter-se seniority.

11. **प्रशिक्षण:** नियुक्त उम्मीदवार को बैंक द्वारा समय-समय पर निर्धारित प्रशिक्षण प्राप्त करना होगा।

**Training:** The appointee will be required to undergo such training as may be prescribed by the Bank from time to time.

12. **आचरण और अनुशासन :** नियुक्त उम्मीदवार पर आईडीबीआई लि. अधिकारी आचरण नियमावली, 2006 और आईडीबीआई लि. अधिकारी अनुशासन और अपील नियमावली, 2006 लागू होगी।



**Conduct and discipline:** The appointee shall be governed by IDBI Ltd. Officers' Conduct Rules, 2006 and IDBI Ltd. Officers' Discipline & Appeal Rules, 2006.

13. **दुर्घटना बीमा सुरक्षा:** "एकजीक्यूटिव" के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्तिआईडीबीआई बैंक कर्मचारी समूह जीवन बीमा योजना द्वारा शासित होगी.

**Accidental Insurance Cover:** During the Contractual Period as an "Executive" with IDBI Bank the appointee shall be covered under IDBI Bank Employees' Group Life Insurance Scheme.

14. **दुर्घटना बीमा सुरक्षा:** संविदा अवधि के दौरान आप फ्लोटर मेडीक्लेम जीवन बीमा के रूप में चिकित्सा सुविधा हेतु पात्र होंगे.

**Reimbursement towards medical:** The appointee during the Contractual Period shall be eligible for Medical Facilities in the form of Floater Mediciclaim Insurance.

15. **अन्य लाभ :** बैंक की मौजूदा नीतियों और बैंक द्वारा समय-समय पर जारी किए गए परिपत्रों के अनुसार एकजीक्यूटिव (संविदा पर) को अनुमत कोई अन्य लाभ / सुविधाएं / परिलब्धियां दी जाएंगी.

**Other benefits:** They will be extended with any other benefits / facilities / perquisites as admissible to Executives (on contract) as per the extant policies and circulars issued from time to time by the Bank.

16. **अन्य मामले :** बैंक का निर्णय अंतिम तथा बाध्यकारी होगा.

**Residuary Matter :** The decision of the Bank shall be final and binding.

**टिप्पणी :** किसी प्रकार की अस्पष्टता के मामले में अंग्रेजी पाठ अभिभावी होगा.

**Note :** In case of any ambiguity, the English version will prevail.

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**अनुबंध II / ANNEXURE II**

**एक्जीक्यूटिव पद के लिए पात्रता मानदंड /Eligibility criteria for the post of Executive**

Sr.No.	Particulars	Eligibility Criteria for the candidates appearing for campus placement												
1.	Educational Qualifications	Commerce Graduate (B.Com) / Management Graduate (BBA / BBM) / Bachelor of Management Studies (BMS) with minimum of 60 % percent marks (55% for SC/ST) in aggregate of all 3 years / semesters.												
2.	Age  (as on the cut-off date <i>November 1, 2020</i> )	<p><b>Minimum : 20 years and Maximum : 25 years i.e. candidate should have been born not earlier than 02.11.1995 and not later than 01.11.2000 (both dates inclusive)</b></p> <p><b>Relaxation in upper age limit:</b></p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Category</th> <th>Age Relaxation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SC/ST</td> <td>5 years</td> </tr> <tr> <td>2.</td> <td>OBC (Non Creamy Layer)</td> <td>3 years</td> </tr> <tr> <td>3.</td> <td>PWD</td> <td>10 years</td> </tr> </tbody> </table>	Sr.No.	Category	Age Relaxation	1.	SC/ST	5 years	2.	OBC (Non Creamy Layer)	3 years	3.	PWD	10 years
Sr.No.	Category	Age Relaxation												
1.	SC/ST	5 years												
2.	OBC (Non Creamy Layer)	3 years												
3.	PWD	10 years												
3.	Selection Process	Selection process would comprise of Group Discussion (GD) and Personal Interview (PI) of the candidates qualified in GD.												
4.	Other Requirements	<p>Appointment of the candidate is subject to their passing the examination of the relevant course in the first attempt i.e. they should have completed the course within the academic session (2018-21) failing which the offer of IDBI Bank would stand automatically withdrawn/cancelled.</p> <p>Applicable guidelines in respect of reservation would be followed.</p> <p>The candidate shortlisted in PI would undergo pre-recruitment medical checkup and their appointment in the Banks service is subject their being found Medically fit.</p>												





अनुबंध / ANNEXURE - III

नियुक्ति / कार्यग्रहण के लिए रिपोर्ट करते समय  
लाये जाने वाले प्रमाणपत्र तथा उनकी अनुप्रमाणित प्रतिलिपियां  
Certificates and attested copies thereof to be brought at  
the time of reporting for appointment/joining

1. आयु के सबूत का प्रमाणपत्र - स्कूल छोड़ने का प्रमाणपत्र और एस.एस.सी. प्रमाणपत्र या जन्म प्रमाणपत्र.  
Certificates in proof of age - School Leaving Certificate or S.S.C. Certificate or birth certificate.
2. स्नातक और स्नातकोत्तर स्तर के लिए विश्वविद्यालय/संस्था द्वारा दिये गये डिग्री प्रमाणपत्र/अंतिम डिग्री प्रमाण पत्र.  
Degree Certificates/Provisional Degree Certificates awarded by University/Institutes for graduate and post-graduate level.
3. एस.एस.सी., एच.एस.सी., स्नातक और स्नातकोत्तर परीक्षा की अंक सूचियां (वर्ष वार और सेमेस्टर वार की सभी अंक सूची).  
Marksheet of S.S.C., H.S.C., Graduation Degree(s) and post graduation. (individual marksheet for all years or all semesters)
4. सक्षम प्राधिकारी से जाति प्रमाणपत्र - (एससी/एसटी/ओबीसी उम्मीदवारों के मामले में). फॉर्मेट संलग्न (परिशिष्ट I और II)  
Caste Certificate from a competent authority - (in the case of SC/ST/OBC candidates) Format enclosed (Appendix I and Appendix II).
5. सक्षम प्राधिकारी से चिकित्सा प्रमाणपत्र (शारीरिक रूप से विकलांग उम्मीदवारों के लिए). फॉर्मेट संलग्न (परिशिष्ट III)  
Medical Certificate from the Competent Authority (in case of person with disabilities) Format enclosed (Appendix III).
6. अनुभव प्रमाणपत्र में (क) कार्यग्रहण की तारीख (ख) कार्यग्रहण के समय पदनाम (ग) अधिकारी के पद पर पदोन्नति की तारीख (यदि अधिकारी के रूप में कार्यग्रहण न किया गया हो ) (घ) आवेदन पत्र में दिए गए अनुसार सभी पिछले नियोक्ताओं तथा वर्तमान नियोक्ता से सेवात्याग / कार्यमुक्त होने की तारीख और संगठन छोड़ते समय पदनाम का स्पष्ट उल्लेख होना चाहिए. अनुभव प्रमाणपत्र संगठन के सक्षम प्राधिकारी/एचआरडी द्वारा जारी होना चाहिए.  
Experience certificate should clearly indicate (a) date of joining, (b) designation at the time of joining, (c) date of promotion to the post of an officers (if initially joined as other than an officer), (d) date of leaving / relieving and designation at the time of leaving the organization from all the previous, as also present employer as indicated in the application form. Experience certificate should be issued by the competent authority/HRD of the organization.
7. वर्तमान नियोक्ता से कार्यमुक्त होने का प्रमाणपत्र (नियुक्ति के समय प्रस्तुत किया जाए). यदि लागू हो.  
Original relieving certificate from the present employer (To be produced at the time of appointment), if applicable.
8. पासपोर्ट आकार के हाल के दो फोटोग्राफ  
Two copies of recent passport size photograph.
9. यदि उम्मीदवार के विभिन्न प्रमाणपत्रों में उनके नाम की वर्तनी अलग-अलग है तथा/या उम्मीदवार का नाम उसके प्रमाणपत्रों में पद के लिए बैंक के पास प्रस्तुत आवेदन फार्म में वर्णित नाम से अलग है तो विधिवत् स्टाम्पित (जहां शपथ ली जा रही है वहां के स्थानीय स्टाम्प अधिनियम के



प्रावधानों के अनुसार) तथा नोटरी या सरकार द्वारा नियुक्त विशेष कार्यकारी मजिस्ट्रेट या आयुक्त के समक्ष निष्पादित शपथ-पत्र.

An affidavit duly stamped (as per the provisions of the local Stamp Act where affidavit is being sworn) and executed before a Notary or Special Executive Magistrate or Commissioner appointed by the Govt. if there is a variation in the candidate's name spelt out in his/her various certificates/testimonials **and/or** if the candidate's name as appearing in his/her certificates/testimonials differs from the name that is indicated in the Bank's application form for the post.

10. दो रेफरी प्रमाणपत्र (सभी मूल प्रति में)  
Two Referee certificates (all in original).

.....



**APPENDIX I**  
**Form of Caste Certificate**

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his/her claim

1. This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* under :

- The Constitution (Scheduled Castes) Order, 1950;
  - The Constitution (Scheduled Tribes) Order, 1950;
  - The Constitution (Scheduled Castes) (Union Territories) Order, 1951;
  - The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;
- (as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956; the Bombay Reorganization Act, 1960; The Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971, the (Constitution) Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; the Constitution (Scheduled Tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled Tribes) Order Amendment Act, 1991; and the Constitution (Scheduled Tribes) Order Second Amendment Act, 1991)
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
  - The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
  - The Constitution (Pondicherry) Scheduled Castes Order, 1964;
  - The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
  - The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
  - The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
  - The Constitution (Nagaland) Scheduled Tribes Order, 1970;
  - The Constitution (Sikkim) Scheduled Castes Order, 1978;
  - The Constitution (Sikkim) Scheduled Tribes Order, 1978;
  - The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
  - The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

2. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ -and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/division\* of the State/Union Territory\* of \_\_\_\_\_

Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
(With seal of office)

Place \_\_\_\_\_ State \_\_\_\_\_  
Date \_\_\_\_\_ Union Territory \_\_\_\_\_

Note: The form "Ordinarily resides" used here will have the same meaning in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words, which are not applicable.  
No. F.101/30/94-SCT (B) dated 10.4.1995



**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- 1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- 2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar
- 4) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

**Note:-**

- No.7/7/00-SCT (B)  
dated 11.6.1990
- 1) In so far as the Scheduled Tribes community Tamil Nadu is concerned the certificate given by the Revenue Divisional Officer Instead of Tehsildar should only be accepted.
- No.F.1/22/95-SCT (B)  
dated 20.11.1995
- F.No.102/9/2/87-SCT (B)  
dated 10.3.1988
- 2) Caste certificates issued by Mandal Revenue Officers in Andhra Pradesh may be accepted as they are equivalent to the status of Tehsildar.
- No.101/2/91-SCT (B)  
dated 2.12.1991
- 3) Collector, South 24-Paraganas having his jurisdictions besides in South 24-Praganas over the entire area covered by the 35 Police stations under the jurisdiction of Commissioner of Police, Calcutta is empowered to issue SC/ST certificate to the applicants who and whose families ordinarily reside within the area covered by 35 Police Stations under the jurisdiction of Commissioner of Police, Calcutta.
- No.101/5/89-SCT (B)  
dated 23.3.1990
- 4) In the State of Karnataka only, the clarification regarding Caste status of Korava/Koravi community may be referred to Inspector General of Police, CID CRE Cell Bangalore for Investigation and report. There is no need to make any separate reference to the Magistrate of the District concerned in such cases.
- No.7/18/89-SCT (B)  
dated 26.3.1990
- 5) The SC/ST certificates issued by the Gazetted Officers, Members of Legislative Assemblies, Members of Parliament, District Organisers, District Welfare Officers etc. cannot be accepted for the purpose of employment in the Bank.
- F.No.1/15/81-SCT (B)  
dated 19.2.198
- No.101/11/90-SCT (B)  
dated 26.3.1990
- 6) Judicial Magistrates are not authorized to issue SC/ST certificates.





APPENDIX – II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that \_\_\_\_\_ son of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated 10th September, 1993, published in the Gazette of India, Extraordinary Part – I, Section 1, No.186, dated the 13th September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section 1, No.163, dated the 20th October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No.12011/44/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section 1, No. 88, dated the 25th May, 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section 1, No.210, dated the 11th December, 1996.

Shri \_\_\_\_\_ and/or his family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M. No.36012/22/93-Estt.(SCT), dated 8.9.1993.

Signature,  
(Name & Designation Date of the Issuing authority)

Seal

\*Strike out whichever is not applicable.

NB - (a) The term 'Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of the People's Act, 1950.



APPENDIX – II (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Stipendiary Magistrate)
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tehsildar, and
- iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



**APPENDIX III**

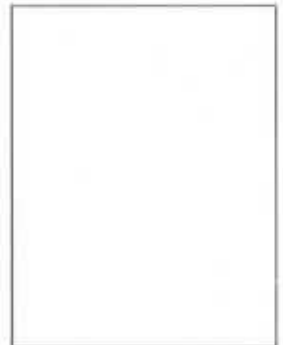
**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is to certify that Shri / Smt / Kum: \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
 sex \_\_\_\_\_ identification mark (s) \_\_\_\_\_ is suffering from permanent  
 disability of following category :



- A. Locomotor or cerebral palsy:**
- (i) BL-Both legs affected but not arms.
  - (ii) BA-Both arms affected
  - (iii) BLA-Both legs and both arms affected
  - (iv) OL-One leg affected (right or left)
  - (v) OA-One arm affected
  - (vi) BH-Stiff back and hips (Cannot sit or stoop)
  - (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision:**
- (i) B-Blind
  - (ii) PB-Partially Blind
- C. Hearing Impairment:**
- (i) D-Deaf
  - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Sh./Smt./Kum \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties.

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by Kneeling and crunching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) B-can perform by sitting.                       | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Chairperson  
 Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Strike out which is no applicable.





APPENDIX IV

EXPERIENCE CERTIFICATE  
(ON LETTER HEAD OF THE COMPANY/ ORGANIZATION)

This is to certify that Shri/Smt/Kum..... joined the services of the organization as .....(Designation/post held) on .....(Date of Joining). We confirm that the said post belongs to officer/managerial cadre. His/her subsequent promotions, with period of service, if any, are as under. (List out)

- 
- 
- 
- 
- 

His/her resignation has been accepted and he/she stands relieved from the services of the Organization at the close of the office hours on ..... (Date of Relieving)

Name .....

Designation & Department.....

.....

Rubber Stamp

Date:  
Place:

**Note:**

The certificate should be issued by the competent authority on the letterhead of the company /organisation and also a copy of offer letter from the said company/organization should be attached with the same for submission to the Bank.



**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

**रेफरी/ Referee No: 1**

- i. उम्मीदवार का नाम  
Name of the Candidate
- ii. आवेदित पद  
Applied for the post of
1. क्या उम्मीदवार आपके परिचित हैं? Is the candidate known to you?      **हाँ / Yes**      **नहीं / No**
2. यदि हाँ, तो कृपया अवधि बताएं.  
If so, kindly state the period      **वर्ष**      **महीने**  
Years      Months
3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या उन्हें कभी, गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.
4. क्या आप उम्मीदवार के परिवार को जानते हैं?  
Is the family of the candidate known to you?
5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law?
6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.  
Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution?
7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you?

मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :

नाम/Name :

पद/Post :

पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :



**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

रेफरी/ Referee No: 2

I. उम्मीदवार का नाम :

Name of the Candidate

II. आवेदित पद :

Applied for the post of

1. क्या उम्मीदवार आपके परिचित है? Is the candidate known to you? :      हाँ / Yes      नहीं / No

2. यदि हाँ, तो कृपया अवधि बताएं. :      वर्ष      महीने  
If so, kindly state the period      Years      Months

3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या उन्हें कभी गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.

4. क्या आप उम्मीदवार के परिवार को जानते हैं?

Is the family of the candidate known to you?

5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law?

6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.

Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution?

7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you?

मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :

नाम/Name :

पद/Post :

पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :





एचआरडी सं. 2378 / रेक.एक्जीक्यूटिव/- KBPIMR  
HRD No.2378 /Rec.Executive/- KBPIMR

November 09, 2021

Megha Phool Singh  
Staff Quarters  
Sainik School  
Sadar Bazar  
Satara  
Maharashtra

Applicant No: 326509

महोदया/प्रिय महोदय  
Madam/Dear Sir,

**एकजीक्यूटिव की भर्ती**  
**Campus Recruitment 2020-21 – Executive (On Contract)**

With reference to the interviews held for the captioned post, the bank is pleased to offer you the post of Executive in the Bank, on purely contractual basis, for an initial period of one year from the date of joining in the Bank. Detailed terms and conditions governing your appointment are given in **Annexure-I**, which forms an integral part of this letter.

This offer is subject to the following Terms and conditions and you meeting the eligibility criteria as communicated to your institute prior to conducting the Interviews, including passing of the requisite Graduate degree in the first attempt and submission of a degree certificate to that effect.

2. कृपया आप "एकजीक्यूटिव की भर्ती - २०२१ आवेदक सं. (326509) विषय लिखकर [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in) पत्र के सभी शर्तों एवं निबंधनों के बारे में अपनी पूर्ण और बिना शर्त स्वीकृति सूचित करें. कृपया नोट करें कि उपर्युक्त प्रस्ताव पत्र की स्वीकृति की सूचना यथासंभव शीघ्र, किंतु किसी भी स्थिति में दिनांक **November 11, २०२१** को 18.00 बजे तक भेजी जाए. ऐसा न होने पर उपर्युक्त प्रस्ताव स्वतः ही समाप्त हो जाएगा. यह स्पष्ट किया जाता है कि स्वीकृति की जानकारी देने / सूचित करने के लिए और अधिक समय प्रदान करने के किसी अनुरोध को बैंक द्वारा स्वीकार नहीं किया जाएगा और बैंक आपके साथ किसी भी प्रकार का कोई पत्राचार नहीं करेगा.

Rayat Shikshan Sanstha's  
Karmaveer Bheerao Patil Institute Of  
Management Studies & Research Satara  
Inward No 286  
Date - 11/11/2021

Mr. S. S. Bhole  
Placement Cell  
11/11/2021

Please convey your absolute and unconditional acceptance of all the terms and conditions of this offer letter through e-mail to [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in), mentioning subject as "Recruitment of Executive - Campus 2021 Applicant No. (326509)". Please note that the communication of the acceptance of the offer letter may be sent to us on or before **November 11, 2021** latest by 18:00 hours, failing which, the aforesaid offer shall lapse automatically. It is clarified that, no request for grant of further time for conveying/communicating the acceptance to the Bank shall be considered and the Bank shall not enter into any correspondence whatsoever with you.

**3. दस्तावेजों, कार्यग्रहण किट आदि प्रस्तुत करने के लिए रिपोर्ट करना**

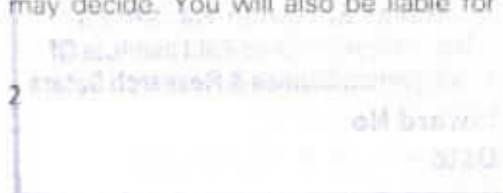
आपको आरंभ में अपने दस्तावेजों के सत्यापन और कार्यग्रहण औपचारिकताओं को पूरा करने के लिए हमारे IDBI Bank Ltd, IDBI Bank Ltd, Parwati Niwas, A/P Gogave, Tal. Mahabaleshwar, Satara, Maharashtra में रिपोर्ट करना होगा. आपको अनुबंध- III में किए गए उल्लेख के अनुसार सभी दस्तावेज (मूल तथा अनुप्रमाणित जिरॉक्स प्रतियाँ) अपने साथ लाने होंगे. यदि आपके दस्तावेज ठीक नहीं पाए गए तो आपको उचित दस्तावेजों के साथ फिर से IDBI Bank Ltd, IDBI Bank Ltd, Parwati Niwas, A/P Gogave, Tal. Mahabaleshwar, Satara, Maharashtra को रिपोर्ट करना होगा. कृपया नोट करें कि पैन कार्ड, पासपोर्ट, मतदाता पहचान पत्र, ड्राइविंग लाइसेन्स, आधार कार्ड आदि के रूप में एक फोटो पहचान पत्र अपने साथ लाना है.

**Reporting for submission of documents, Joining kit, etc.**

You will have to report initially at our IDBI Bank Ltd, **IDBI Bank Ltd, Parwati Niwas, A/P Gogave, Tal. Mahabaleshwar, Satara, Maharashtra** for verification of the documents and completion of your joining formalities. You will have to carry all the documents (original as well as attested Xerox copies) as mentioned at **Annexure - III**. In case, your documents are not found to be in order, you will have to report again to IDBI Bank Ltd, **IDBI Bank Ltd, Parwati Niwas, A/P Gogave, Tal. Mahabaleshwar, Satara, Maharashtra** along with proper documents. Please note to carry a photo identity such as PAN Card, Passport, Voters ID Card, Driving License, Aadhaar card etc.

**4. आपको प्रारंभ में निम्नलिखित बैंक के प्रधान कार्यालय / शाखा कार्यालय – IDBI Bank Ltd, IDBI Bank Ltd, Parwati Niwas, A/P Gogave, Tal. Mahabaleshwar, Satara, Maharashtra (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 1776 Proposed Position –Customer Service Executive.RBG.) में तैनात किया जाएगा. कृपया नोट करें कि आपको बैंक के निर्णय के अनुसार इसके किसी भी कार्यालय में पदापित किया जा सकता है और इसके किसी भी विभाग/ वर्टिकल में या इसकी किसी सहायक /सहयोगी संस्थाओं की कारोबारी इकाइयों में कार्य काम करना होगा. साथ ही आपको समय-समय पर बैंक के लागू नियमों के अनुसार भारत/ विदेश में किसी भी स्थान पर स्थानांतरित किया जा सकता है.**

Initially you will be posted at IDBI Bank Ltd, Head Office/Branch – IDBI Bank Ltd, IDBI Bank Ltd, Parwati Niwas, A/P Gogave, Tal. Mahabaleshwar, Satara, Maharashtra (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 1776 Proposed Position –Customer Service Executive.RBG. ). Please note that the Bank reserves the right to post you in any of the offices of the Bank and to work in any of its departments/verticals or offices/business units of its subsidiaries/associate institutions, as the Bank may decide. You will also be liable for transfer to



any place in India/abroad, as the Bank may decide, in terms of the applicable rules of the Bank, prevailing from time to time.

आपको किसी ऐसे दूसरे संगठन में सेवा के लिए ऐसी अवधि और निबंधनों एवं शर्तों पर प्रतिनियुक्त किया जा सकता है जो बैंक द्वारा समय-समय पर निर्धारित की जाएं.

You will be liable to be deputed to serve in any other organisation in any manner whatsoever, for such duration and on such terms and conditions as the Bank may decide.

5. कृपया कार्यग्रहण औपचारिकताओं को पूरा करने के लिए ऑफर पत्र के पैरा 3 में निर्दिष्ट किए गए अनुसार स्थान पर **November 15, 2021** को रिपोर्ट करें.

Please report for completing joining formalities on **November 15, 2021** to the place indicated in Para 3 of the offer letter.

## 6. नियुक्ति के लिए पूर्व शर्तें Pre conditions for appointment

तथापि, संविदा आधार पर आपकी यह नियुक्ति इन शर्तों पर होगी :

Your contractual appointment is, however, subject to:

(i) आपको उम्र और शैक्षणिक अर्हता के संबंध में पात्रता मानदंडों को निर्दिष्ट को पूरा करना होगा. (कृपिया अनुबंध II देखें).

Your fulfilling the eligibility criteria regarding age and educational qualification respectively as specified in **Annexure II**.

(ii) बैंक में कार्यग्रहण करने के समय आपको डाक्टरी रूप से उपयुक्त होना चाहिए.

You should be medically fit at the time of joining the Bank's services.

(iii) ऐसे डाक्टरी जांच के संबंध में आपके द्वारा चिकित्सा जांच पर किये गये खर्च की प्रतिपूर्ति आपको, बैंक की सेवा में शामिल होने के एक महीने के भीतर मूल चिकित्सा बिलों को प्रस्तुत करने पर की जाएगी.

The expenditure incurred on medical tests by you in connection with medical examination will be reimbursed to you subject to production of original medical bills within one month of joining the Bank.

(iv). संविदा आधार पर इयूटी पर कार्यग्रहण के लिए रिपोर्ट करते समय आपको अपनी आयु, शैक्षणिक योग्यता, अनुभव, यदि कोई है (कार्यमुक्ति, अनुभव प्रमाणपत्र) संबंधी मूल प्रमाण-पत्र तथा उनकी अनुप्रमाणित सत्य प्रतिलिपियां भी प्रस्तुत करनी होगी (देखें अनुबंध-III). कृपया आप संलग्न फार्मेट में 2 संदर्भ (रेफरी) प्रमाणपत्र भी प्रस्तुत करें. (कृपया परिशिष्ट V देखें).

You shall produce at the time of reporting for contractual duty all the certificates in original regarding your age, educational qualifications, experience, if any (relieving,





experience certificates) together with attested true copies thereof. (Please see Annexure III). You are advised to furnish two Reference Certificates, in the format enclosed. (Please see Appendix V).

- (v). यदि आप अनुसूचित जाति / अनुसूचित जनजाति के सदस्य हैं तो आपको जाति संबंधी प्रमाण-पत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों में से किसी एक प्राधिकारी [(परिशिष्ट I (क) में सूची दी गई है)] से केन्द्र सरकार द्वारा निर्धारित फॉर्मेट (परिशिष्ट- I में दिये गये अनुसार) में अनुसूचित जाति / जनजाति संबंधी प्रमाणपत्र प्रस्तुत करना होगा. यदि आप अनुसूचित जाति / जनजाति श्रेणी के सदस्य हैं और भविष्य में आपके धर्म में कोई परिवर्तन होता है तो उसकी तत्काल सूचना बैंक को देना नोट करें. इसके अलावा आपकी नियुक्ति अनंतिम है और जाति / जनजाति की सदस्यता का उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन में इस बात का पता चलता है कि अनुसूचित जाति / अनुसूचित जनजाति से संबंधित आपका दावा असत्य है तो आपकी सेवाएं कोई कारण दिये बिना तत्काल समाप्त की जाएंगी. बैंक आपके विरुद्ध ऐसी कार्रवाई करने का अधिकार अपने पास सुरक्षित रखता है जिसे वह ऐसा झूठा प्रमाणपत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के प्रावधानों के अधीन उचित या उपयुक्त समझे.

If you are a member of Scheduled Caste (SC) / Scheduled Tribe (ST), you shall produce Caste/Tribe Certificate in the format, as prescribed by Central Government [given at Appendix I] from one of the Competent Authorities empowered to issue such certificate [list given at Appendix I (a)]. If you are a member of SC / ST category, you should note to intimate to the Bank forthwith, in case, there shall be a change in your religion, in future. Further, your appointment will remain as provisional and subject to verification of your Caste / Tribe Certificate, through proper channel. Your services will be liable to be terminated forthwith without assigning any reason, in case, the verification reveals that your claim for belonging to SC / ST Category is false. The Bank also reserves its right to take such further action against you, as it may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vi) यदि आप अन्य पिछड़े वर्ग (ओबीसी) से हैं तो आपको ओबीसी प्रमाणपत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों [सूची परिशिष्ट II (क) में दी गई है] से प्राप्त हालिया तारीख का / वैध ओबीसी प्रमाणपत्र (आपके क्रीमी लेयर से न होने के विशेष उल्लेख के साथ) केन्द्र सरकार द्वारा निर्धारित प्रारूप (परिशिष्ट II में दिया गया) में प्रस्तुत करना होगा. इसके अलावा आपकी नियुक्ति अनंतिम है और समुदाय / जाति प्रमाणपत्र के उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन से पता चलता है कि ओबीसी से आपकी संबद्धता का दावा या आपके क्रीमी लेयर से न होने का आपका दावा गलत है तो आपकी सेवाएं बिना कोई कारण बताए तथा आपके विरुद्ध ऐसी कार्रवाई, जो बैंक ऐसे झूठे प्रमाणपत्र के प्रस्तुतीकरण के लिए भारतीय दंड संहिता के प्रावधानों के अंतर्गत उचित या उपयुक्त समझे, पर कोई प्रतिकूल प्रभाव डाले बिना तत्काल समाप्त कर दी जाएंगी.

In case you belong to Other Backward Class (OBC) Category, you shall produce a recent / valid OBC Certificate (with Clause relating to non-creamy layer), in the format, as prescribed by Central Government [given at Appendix II], from one of the Competent Authorities empowered to issue such certificate [list given at Appendix II (a)]. Further, your appointment will remain as provisional and is subject to verification of the





Community /Caste Certificate through the proper channel. If the verification reveals that your claim to belonging to OBC Category or non-creamy layer is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vii) यदि आप आर्थिक रूप से कमजोर वर्ग श्रेणी से संबंध रखते हैं तो आपको इस प्रकार (ईडब्ल्यूएस) प्रमाणपत्र जारी करने के लिए अधिकारप्राप्त सक्षम प्राधिकारियों में से एक सूची परिशिष्ट VI (एमान्य ईडब्ल्यूएस प्रमाणपत्र केंद्र सरकार द्वारा /के द्वारा जारी हाल का [में दी गई है ( परिशिष्ट) निर्धारित प्रारूप में VI में दी गई है] प्रस्तुत करना होगा। इसके साथ, आपकी नियुक्ति अनंतिम होगी तथा यह उचित माध्यम से ईडब्ल्यूएस प्रमाणपत्र के सत्यापन के अधीन होगी। यदि सत्यापन से यह पता चलता है कि ईडब्ल्यूएस से संबंधित आपका दावा गलत है तो ऐसे झूठे प्रमाणपत्र प्रस्तुत करने के लिए आपकी सेवा बिना कोई कारण बताए और आपके विरुद्ध भारतीय दंड संहिता के प्रावधानों के अधीन कार्रवाई, जैसा बैंक उचित और उपयुक्त समझे, पर बिना कोई प्रतिकूल प्रभाव डाले तुरंत समाप्त कर दी जाएगी।

In case you belong to Economically Weaker Section (EWS) Category, you shall produce a recent / valid EWS Certificate in the format, as prescribed by Central Government [given at **Appendix V**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the EWS Certificate through the proper channel. If the verification reveals that your claim to belonging to EWS is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (viii) कृपया नोट करें कि यदि आपका जाति प्रमाणपत्र (i) केन्द्र सरकार द्वारा निर्धारित उचित प्रारूप में न हो, (ii) आपके राज्य के लिए भारत सरकार की सूची में उल्लिखित जाति का नाम नहीं दर्शाता हो, (iii) उस पर जारी करने वाले कार्यालय / प्राधिकारी की मुहर न लगाई गयी हो, तो बैंक में आपकी नियुक्ति करने पर विचार नहीं किया जाएगा।

Please note that your joining in the Bank will not be considered in following cases: (i) your caste certificate is not in the format, as prescribed by Central Government (ii) your caste certificate does not contain the name of Caste as mentioned in the Central Government list for your state (iii) your caste certificate does not contain Seal of Issuing Office/Authority.

- (ix) यदि आप शारीरिक रूप से अक्षम (पीडब्ल्यूडी) हैं तो आपको सक्षम चिकित्सा प्राधिकारियों / चिकित्सा बोर्ड से इस प्रयोजन के लिए प्राप्त चिकित्सा प्रमाणपत्र निर्धारित फार्म में प्रस्तुत करना होगा (कृपया परिशिष्ट - III देखें)



If you are a Person with Disability (PWD), you shall produce valid Disability Certificate, in the prescribed format, issued by the Competent Medical Authorities/Medical Board [given at **Appendix III**].

- (x) आपको अपने वर्तमान नियोक्ता, यदि कोई है तो, से उचित कार्यमुक्ति संबंधी संतोषजनक प्रमाण प्रस्तुत करना होगा. (देखें परिशिष्ट -IV)

You should produce satisfactory evidence of having obtained proper release from your present employer, if any. (Please see Appendix IV).

7. संविदा आधार पर कार्यग्रहण के लिए रिपोर्ट करने के बाद बैंक को यदि आपके संबंध में निम्नानुसार रिपोर्ट/जानकारी मिलती है, तो आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं:

Please note that your contractual appointment is liable to be terminated without any notice or compensation in lieu thereof, if after your reporting for duty, the Bank receives:

- (i) यदि आपके द्वारा बताए गए संदर्भों की ओर से अथवा पुलिस जांच पर अथवा आपके पूर्ववर्ती नियोक्ता या नियोक्ताओं से प्रतिकूल रिपोर्ट प्राप्त होती है, अथवा

Any adverse report on police enquiry or from the references indicated by you, or from your previous employer(s), if any, or

- (ii) यदि ऐसी जानकारी प्राप्त होती है कि बैंक की सेवा में आने से पहले आपने कोई कदाचारपूर्ण कृत्य किया है, जो बैंक के मतानुसार आपको बैंक की सेवा के लिए अपात्र बना देता है.

Any information that you had prior to joining to Bank's service committed any act of misconduct which, in the opinion of the Bank renders you unfit to serve in the Bank.

- (iii) असंतोषजनक कार्य-निष्पादन सहित किंतु इसी तक सीमित नहीं, कारणों से सेवा की समाप्ति सहित आपके पूर्वनियोक्ता (नियोक्ताओं) (यदि कोई है) से कोई प्रतिकूल रिपोर्ट प्राप्त होती है.

Adverse report from your previous employer(s) (if any) including termination of service for reasons including but not limited to non-satisfactory performance only.

8. आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में कोई मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं.

Your appointment is also liable to be terminated forthwith without any notice or compensation in lieu of notice,

- (i) यदि आपके द्वारा प्रस्तुत घोषणा/विवरण/जानकारी किसी भी समय गलत या असत्य पाई जाती है अथवा कोई महत्वपूर्ण जानकारी छिपाई गयी पाई जाती है.

If any declaration/statement/information furnished by you is found to be false or untrue or if any material information is found to be suppressed by you.

- (ii) यदि आप संविदात्मक अवधि के दौरान बैंक को कोई सूचना दिए बिना लगातार दस दिनों तक इयूटी से अनुपस्थित रहते हैं तो यह समझा जाएगा कि आपने बैंक में अपना पद छोड़ दिया है।  
In the event of your remaining absent from the duties for a continuous period for ten days without any intimation to the Bank during the contractual period, you will be deemed to have vacated your post in the Bank.
9. आपको हिंदी का कार्यसाधक ज्ञान प्राप्त करना अनिवार्य है।  
You must acquire working knowledge of Hindi.
10. किसी विसंगति के मामले में अंग्रेजी पाठ अभिभावी होगा।  
In case of any discrepancies, the English version shall prevail.

भवदीय / Yours faithfully,



उप महा प्रबंधक / Deputy General Manager  
(मानव संसाधन / Human Resources)

संलग्न : यथोक्त.

Encl. : As above.





**अनुबंध - I / ANNEXURE-I**

**पूर्णतः संविदा आधार पर एकजीक्यूटिव के पद हेतु ऑफर पत्र  
के हिस्से के रूप में निबंधन व शर्त**

**Terms and conditions forming part of the offer letter for the post of  
Executive on purely contractual basis**

**(यह ऑफर पत्र का अभिन्न हिस्सा है /This forms integral part of offer letter)**

1. **कार्य की जिम्मेदारी** : आप फ्रंट/ बैंक ऑफिस के कार्यकलापों / कार्यों जैसे कि टेलर सेवा एकजीक्यूटिव / ग्राहक सेवा एकजीक्यूटिव / दस्तावेज एकजीक्यूटिव तथा शाखा बैंकिंग / परिचालन / बैंकएशुरेंस में इसी प्रकार की अन्य भूमिकाओं के लिए और बैंक द्वारा अपने विवेकानुसार समय-समय पर दिए / सौंपे गए इस प्रकार के अन्य कार्यों के लिए प्राथमिक रूप में जिम्मेदार रहेंगे.

**Job responsibility:** Primarily responsible for front /back office activities/job functions like Teller Service Executives/Customer Service Executives/Document Executives and other roles of similar nature in branch banking/operations/ Bancassurance and such other jobs, which the Bank, in its sole discretion, may assign/entrust from time to time.

2. **संविदा की अवधि** : संविदा की प्रारंभिक अवधि संविदा आधार पर सेवा में आने की तारीख से 1 वर्ष के लिए होगी. बैंक संतोषजनक कार्य-निष्पादन, छुट्टी अभिलेख, नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना तथा अन्य मानदंडों, जो बैंक द्वारा स्वविवेकानुसार निर्धारित किए जाए, के आधार पर और रिक्तियाँ उपलब्ध होने पर अपने विवेकाधिकार से इस संविदा को वर्ष-दर-वर्ष आधार पर बढ़ा सकता है. इसके अलावा, बैंक संविदा को पुनः नवीकरण करने का अधिकार (कोई बाध्यता नहीं) अपने पास सुरक्षित रखता है. संविदा, बैंक में संविदात्मक सेवा में कार्यग्रहण की तारीख से तीन वर्ष से अधिक समय के लिए नवीकृत नहीं की जाएगी. किसी भी स्थिति में यह संविदा बैंक में नियमित रोजगार के लिए अथवा सेवा की संविदा के नवीकरण के लिए दावा करने का अधिकार प्रदान नहीं करेगा.

**Period of contract** : Initial period of contract would be for one year from the date of joining the contractual service. The Bank, at its sole discretion, may offer to renew the contract on year-to-year basis, subject to satisfactory performance, leave record, completion of assigned mandatory e-learning certifications within stipulated timelines and such other parameters or criteria as may be decided by the Bank at its **sole** discretion and also availability of vacancies. Further, the Bank reserves the right (and not an obligation) to further renew the contract. The contract shall not be renewed beyond a period of three years from the date of joining the contractual service in the Bank. Under no circumstances, the contract would confer any claim for regular employment in the Bank or for renewal of the contract of service.

3. **संविदा की समाप्ति** : यह संविदा बैंक द्वारा नवीकृत न करने की स्थिति में अपना समय पूरा होने पर स्वतः समाप्त हो जाएगी और बैंक के लिए यह आवश्यक नहीं होगा कि वह सेवाओं की समाप्ति के बारे में कोई औपचारिक आदेश जारी करे अथवा इस संबंध में कोई पूर्वसूचना दे. इस संविदा को कोई भी पक्ष





एक महीने की लिखित पूर्वसूचना देकर समाप्त कर सकता है. बैंक सूचना अवधि के बदले में एक महीने का निर्धारित पारिश्रमिक देकर इस संविदा को तत्काल समाप्त करने का अधिकार अपने पास सुरक्षित रखता है. इस संविदा को समाप्त करने पर कोई क्षतिपूर्ति अदा नहीं किया जाएगा.

**Termination of contract:** The contract shall expire by efflux of time, if not renewed by the Bank and the Bank shall be under no obligation to issue a formal order of termination or to give any prior notice in this regard. The contract can also be terminated by either party by giving one month's prior written notice. The Bank reserves the right to terminate the contract with immediate effect by paying one month's fixed remuneration in lieu of the notice period. No compensation whatsoever is payable on termination of the contract.

4. **सेवा में शामिल करने की संभावना:** 3 वर्षों की संविदा सेवा के दौरान संतोषजनक कार्यनिष्पादन, छुट्टी रिकॉर्ड, ईआर क्लियरेंस पाए जाने पर और नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना और बैंक में रिक्तियां होने पर इस प्रकार से नियुक्त उम्मीदवार बैंक द्वारा निर्धारित चयन प्रक्रिया के माध्यम से ही सहायक प्रबंधक ग्रेड 'ए' (सहायक प्रबंधक) के रूप में बैंक की सेवा में लिए जा सकते हैं. केवल 3 वर्षों के लिए संविदा के नवीकरण से या संविदा आधार पर 3 वर्ष की सेवा पूरी करने से कोई उम्मीदवार सहायक प्रबंधक के रूप में बैंक की सेवा में लिए जाने के लिए पात्र नहीं माना जाएगा.

**Possibility of future appointment:** Subject to satisfactory performances, leave records, ER clearance during 3 (three) years of contractual services and completion of assigned mandatory e-learning certifications within stipulated timelines as also subject to availability of vacancies, such appointees would be eligible for appointment as Assistant Manager - Grade 'A' (AM) *only through a selection process as may be decided by the Bank.* Mere renewals of contract for 3 years or serving 3 years of contractual term shall not ipso-facto render an appointee eligible for appointment as AM.

5. **संविदा की अवधि में नियत पारिश्रमिक :** प्रारंभिक एक वर्ष के लिए रु.29,000/- प्रतिमाह का समेकित नियत पारिश्रमिक अदा किया जाएगा जिसमें से लागू नियमों के अंतर्गत सांविधिक कटौती/कटौतियों की जाएंगी. यदि बैंक इस संविदा का नवीकरण करता है तो उपर्युक्त समेकित नियत पारिश्रमिक को बढ़ाकर बैंक की सेवा में आने की तारीख से पहले वर्ष तथा दूसरे वर्ष के पूरा करने पर क्रमशः रु. 31,000/- प्रतिमाह और रु. 34,000/- प्रतिमाह कर दिया जाएगा. संविदा पर नियुक्त उम्मीदवार बैंक के पूर्णकालिक / अंशकालिक कर्मचारियों के लिये लागू अन्य किसी भत्ते (चिकित्सा सहित), परिलब्धियों, लाभों तथा अन्य सुविधाओं के लिए पात्र नहीं होंगे.

**Fixed remuneration during contractual period:** A consolidated fixed remuneration of Rs.29, 000/- per month subject to statutory deduction/s under applicable laws will be paid for initial one year. If the Bank renews the contract, the above consolidated fixed remuneration will be increased to Rs. 31,000/- per month and Rs. 34,000/- per month on completion of the 1<sup>st</sup> year and 2<sup>nd</sup> year respectively from the date of joining the Bank. The appointee shall not be entitled to any other allowances (including medical), perquisites, benefits and other facilities which are applicable to full time/part time permanent employees of the Bank.



## 6. छुट्टी / Leave:

- (i) आनुपातिक आधार पर वर्ष में 20 (बीस) दिन की छुट्टियों पर विचार किया जाएगा. छुट्टी नकदीकरण का लाभ / की सुविधा उपलब्ध नहीं होगी. तथापि, संविदा की अवधि की समाप्ति / समाप्त किए जाने पर यदि कोई छुट्टी संचित है तो बैंक उसके नकदीकरण पर विचार करेगा तथा यह पूरी तरह बैंक के विवेकाधिकार पर निर्भर करेगा.

20 (twenty) days in a year on pro-rata basis will be considered. Benefit/facility of leave encashment will not be available. However, accumulation of leave, if any, at the end of contract/termination, would be considered for encashment at the sole discretion of the Bank.

- (ii) (क) एक्जिक्यूटिव/ नियुक्त कर्मचारी तीन वर्ष की अपनी पूरी संविदागत अवधि के दौरान अधिकतम छह माह की अवधि के लिए एक बार मातृत्व छुट्टी (एमएल) के लिए भी पात्र होंगी. वे प्रसव की अनुमानित तारीख से आठ सप्ताह पहले छुट्टी नहीं ले पाएंगी.

(a) Executives/Appointees are also eligible for Maternity Leave (ML) not exceeding six months only once during the entire contractual service period of three years. Not more than eight weeks shall precede the date of her expected delivery.

(ख) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि बैंक में ग्रेड 'ए' अधिकारी के रूप में उनकी नियुक्ति नहीं की गई है तो ऐसे एक्जिक्यूटिव की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं तथा संविदा की समाप्ति मातृत्व छुट्टी के समाप्त होने पर होगी.

(b) In case, where the Executive / Appointee has proceeded on ML in the third year and there is a situation wherein she is not appointed as an officer in Grade "A" in the Bank, the contract period of such executive would be extended beyond the contract last date up to the period she is on ML as per eligibility and the contract shall come to an end on expiry of ML.

(ग) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि वे बैंक में ग्रेड 'ए' अधिकारी के रूप में नियुक्ति के लिए लिखित परीक्षा और साक्षात्कार दोनों ही पास कर चुकी हैं तो ऐसे एक्जिक्यूटिव/ नियुक्त कर्मचारी की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं और ग्रेड 'ए' के रूप में नियुक्ति एक्जिक्यूटिव/ नियुक्त कर्मचारी द्वारा बैंक द्वारा निर्धारित अवधि के भीतर वापस ड्यूटी पर रिपोर्ट करने के बाद ही प्रभावी होगी तथा यह नियुक्ति अन्य पात्रता मानदंडों को पूरा करने के अधीन होगी.

(c) In case, where the Executive / Appointee has proceeded on ML in the third year of contract and there is a situation where she has cleared the written test and interview for appointment as officer in Grade "A" in the Bank, the contract period of such Executive / Appointee would also be extended beyond the contract last date up to the period she is on ML as per eligibility and the appointment as Grade "A" will be effective only after the Executive / Appointee reports



back to duty within the period as may be prescribed by the Bank and also subject to satisfying other eligibility criteria.

- (iii) कोई अन्य प्रकार की छुट्टी अनुमत/ स्वीकार्य नहीं है। कोई अन्य अनुपस्थिति मासिक क्षतिपूर्ति (निर्धारित पारिश्रमिक) से कटौती के अधीन होगी।

No other type of leave is permissible / admissible. Any other absence will result in pro-rata deductions from monthly compensation (Fixed remuneration).

7. **यात्रा/ विराम भत्ता :** बैंक के मौजूदा नियमों के अनुसार ही यात्रा / विराम भत्ता अदा किया जाएगा।

**Travelling/Halting Allowance:** The Travelling/Halting Allowance will be paid as per the extant Rules of the Bank.

8. **अधिवर्षिता लाभ :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है। नियुक्त उम्मीदवार किसी भी प्रकार के अधिवर्षिता लाभ के लिए पात्र नहीं होगा। यह स्पष्ट किया जाता है कि नियुक्त उम्मीदवार किसी उपदान भविष्य निधि अथवा पेंशन संबंधी लाभ पाने के लिए हकदार नहीं होगा। बाद में यदि नियुक्त उम्मीदवार को बैंक की नियमित पूर्णकालिक सेवा (सहायक प्रबंधक) में शामिल किया जाता है तो उनके द्वारा संविदा के आधार की गई सेवा अवधि की गणना अधिवर्षिता लाभ के लिए शामिल नहीं की जायेगी।

**Superannuation benefits:** The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service of 1, 2 and/or 3 years would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee (Assistant Manager) at a later stage.

9. **नयी पेंशन योजना (एनपीएस) में पात्रता:** एकजीक्यूटिव के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक लिनिई पेंशन योजना (आईबीएलएनपीएस) नियमावली के अंतर्गत 2011 निर्धारित अंशदान पेंशन योजना द्वारा, समय समय पर यथा संशोधित अनुसार अशोधित/ शासित होगी।

**Coverage under New Pension Scheme (NPS):** During the Contractual Period with IDBI Bank as an Executive, the appointee shall be governed by Defined Contribution Pension Scheme under IDBI Bank Ltd New Pension Scheme (IBLNPS) Rules, 2011, as amended/ modified from time to time.

10. **वरिष्ठता :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है, इसीलिए इसके अंतर्गत नियुक्त उम्मीदवारों की कोई परस्पर वरिष्ठता सूची नहीं होगी।

**Seniority:** The engagement being purely on contractual basis, the appointee will not have any inter-se seniority.

11. **प्रशिक्षण:** नियुक्त उम्मीदवार को बैंक द्वारा समय-समय पर निर्धारित प्रशिक्षण प्राप्त करना होगा।

**Training:** The appointee will be required to undergo such training as may be prescribed by the Bank from time to time.

12. **आचरण और अनुशासन :** नियुक्त उम्मीदवार पर आईडीबीआई लि. अधिकारी आचरण नियमावली, 2006 और आईडीबीआई लि. अधिकारी अनुशासन और अपील नियमावली, 2006 लागू होगी।



**Conduct and discipline:** The appointee shall be governed by IDBI Ltd. Officers' Conduct Rules, 2006 and IDBI Ltd. Officers' Discipline & Appeal Rules, 2006.

13. **दुर्घटना बीमा सुरक्षा:** "एक्जीक्यूटिव" के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक कर्मचारी समूह जीवन बीमा योजना द्वारा शासित होगी.

**Accidental Insurance Cover:** During the Contractual Period as an "Executive" with IDBI Bank the appointee shall be covered under IDBI Bank Employees' Group Life Insurance Scheme.

14. **दुर्घटना बीमा सुरक्षा:** संविदा अवधि के दौरान आप फ्लोटर मेडीक्लेम जीवन बीमा के रूप में चिकित्सा सुविधा हेतु पात्र होंगे.

**Reimbursement towards medical:** The appointee during the Contractual Period shall be eligible for Medical Facilities in the form of Floater Mediciclaim Insurance.

15. **अन्य लाभ :** बैंक की मौजूदा नीतियों और बैंक द्वारा समय-समय पर जारी किए गए परिपत्रों के अनुसार एक्जीक्यूटिव (संविदा पर) को अनुमत कोई अन्य लाभ / सुविधाएं / परितलब्धियां दी जाएंगी.

**Other benefits:** They will be extended with any other benefits / facilities / perquisites as admissible to Executives (on contract) as per the extant policies and circulars issued from time to time by the Bank.

16. **अन्य मामले :** बैंक का निर्णय अंतिम तथा बाध्यकारी होगा.

**Residuary Matter :** The decision of the Bank shall be final and binding.

**टिप्पणी :** किसी प्रकार की अस्पष्टता के मामले में अंग्रेजी पाठ अभिभावी होगा.

**Note :** In case of any ambiguity, the English version will prevail.

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**अनुबंध II / ANNEXURE II**

**एक्जीक्यूटिव पद के लिए पात्रता मानदंड /Eligibility criteria for the post of Executive**

Sr.No.	Particulars	Eligibility Criteria for the candidates appearing for campus placement												
1.	Educational Qualifications	Commerce Graduate (B.Com) / Management Graduate (BBA / BBM) / Bachelor of Management Studies (BMS) with minimum of 60 % percent marks (55% for SC/ST) in aggregate of all 3 years / semesters.												
2.	Age (as on the cut-off date November 1, 2020)	<p><b>Minimum : 20 years and Maximum : 25 years i.e. candidate should have been born not earlier than 02.11.1995 and not later than 01.11.2000 (both dates inclusive)</b></p> <p><b>Relaxation in upper age limit:</b></p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Category</th> <th>Age Relaxation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SC/ST</td> <td>5 years</td> </tr> <tr> <td>2.</td> <td>OBC (Non Creamy Layer)</td> <td>3 years</td> </tr> <tr> <td>3.</td> <td>PWD</td> <td>10 years</td> </tr> </tbody> </table>	Sr.No.	Category	Age Relaxation	1.	SC/ST	5 years	2.	OBC (Non Creamy Layer)	3 years	3.	PWD	10 years
Sr.No.	Category	Age Relaxation												
1.	SC/ST	5 years												
2.	OBC (Non Creamy Layer)	3 years												
3.	PWD	10 years												
3.	Selection Process	Selection process would comprise of Group Discussion (GD) and Personal Interview (PI) of the candidates qualified in GD.												
4.	Other Requirements	<p>Appointment of the candidate is subject to their passing the examination of the relevant course in the first attempt i.e. they should have completed the course within the academic session (2018-21) failing which the offer of IDBI Bank would stand automatically withdrawn/cancelled.</p> <p>Applicable guidelines in respect of reservation would be followed.</p> <p>The candidate shortlisted in PI would undergo pre-recruitment medical checkup and their appointment in the Banks service is subject their being found Medically fit.</p>												



अनुबंध / ANNEXURE - III

नियुक्ति / कार्यग्रहण के लिए रिपोर्ट करते समय  
लाये जाने वाले प्रमाणपत्र तथा उनकी अनुप्रमाणित प्रतिलिपियां  
Certificates and attested copies thereof to be brought at  
the time of reporting for appointment/joining

1. आयु के सबूत का प्रमाणपत्र - स्कूल छोड़ने का प्रमाणपत्र और एस.एस.सी. प्रमाणपत्र या जन्म प्रमाणपत्र.  
Certificates in proof of age - School Leaving Certificate or S.S.C. Certificate or birth certificate.
2. स्नातक और स्नातकोत्तर स्तर के लिए विश्वविद्यालय/संस्था द्वारा दिये गये डिग्री प्रमाणपत्र/अनंतिम डिग्री प्रमाण पत्र.  
Degree Certificates/Provisional Degree Certificates awarded by University/Institutes for graduate and post-graduate level.
3. एस.एस.सी., एच.एस.सी., स्नातक और स्नातकोत्तर परीक्षा की अंक सूचियां (वर्ष वार और सेमेस्टर वार की सभी अंक सूची).  
Marksheet of S.S.C., H.S.C., Graduation Degree(s) and post graduation. (individual marksheet for all years or all semesters)
4. सक्षम प्राधिकारी से जाति प्रमाणपत्र - (एससी/एसटी/ओबीसी उम्मीदवारों के मामले में), फॉर्मेट संलग्न (परिशिष्ट I और II)  
Caste Certificate from a competent authority - (in the case of SC/ST/OBC candidates), Format enclosed (Appendix I and Appendix II).
5. सक्षम प्राधिकारी से चिकित्सा प्रमाणपत्र (शारीरिक रूप से विकलांग उम्मीदवारों के लिए), फॉर्मेट संलग्न (परिशिष्ट III)  
Medical Certificate from the Competent Authority (in case of person with disabilities) Format enclosed (Appendix III).
6. अनुभव प्रमाणपत्र में (क) कार्यग्रहण की तारीख (ख) कार्यग्रहण के समय पदनाम (ग) अधिकारी के पद पर पदोन्नति की तारीख (यदि अधिकारी के रूप में कार्यग्रहण न किया गया हो ) (घ) आवदेन पत्र में दिए गए अनुसार सभी पिछले नियोक्ताओं तथा वर्तमान नियोक्ता से सेवात्याग / कार्यमुक्त होने की तारीख और संगठन छोड़ते समय पदनाम का स्पष्ट उल्लेख होना चाहिए. अनुभव प्रमाणपत्र संगठन के सक्षम प्राधिकारी/एचआरडी द्वारा जारी होना चाहिए.  
Experience certificate should clearly indicate (a) date of joining, (b) designation at the time of joining, (c) date of promotion to the post of an officers (if initially joined as other than an officer), (d) date of leaving / relieving and designation at the time of leaving the organization from all the previous, as also present employer as indicated in the application form. Experience certificate should be issued by the competent authority/HRD of the organization.
7. वर्तमान नियोक्ता से कार्यमुक्त होने का प्रमाणपत्र (नियुक्ति के समय प्रस्तुत किया जाए), यदि लागू हो.  
Original relieving certificate from the present employer (To be produced at the time of appointment), if applicable.
8. पासपोर्ट आकार के हाल के दो फोटोग्राफ  
Two copies of recent passport size photograph.
9. यदि उम्मीदवार के विभिन्न प्रमाणपत्रों में उनके नाम की वर्तनी अलग-अलग है तथा/या उम्मीदवार का नाम उसके प्रमाणपत्रों में पद के लिए बैंक के पास प्रस्तुत आवेदन फार्म में वर्णित नाम से अलग है तो विधिवत् स्टाम्पित (जहां शपथ ली जा रही है वहां के स्थानीय स्टाम्प अधिनियम के

प्रावधानों के अनुसार) तथा नोटरी या सरकार द्वारा नियुक्त विशेष कार्यकारी मजिस्ट्रेट या आयुक्त के समक्ष निष्पादित शपथ-पत्र.

An affidavit duly stamped (as per the provisions of the local Stamp Act where affidavit is being sworn) and executed before a Notary or Special Executive Magistrate or Commissioner appointed by the Govt. if there is a variation in the candidate's name spelt out in his/her various certificates/testimonials **and/or** if the candidate's name as appearing in his/her certificates/testimonials differs from the name that is indicated in the Bank's application form for the post.

10. दो रेफरी प्रमाणपत्र (सभी मूल प्रति में)

Two Referee certificates (all in original).

.....



**APPENDIX I**  
**Form of Caste Certificate**

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his/her claim

1. This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as

- a Scheduled Caste/Scheduled Tribe\* under :
- The Constitution (Scheduled Castes) Order, 1950;
  - The Constitution (Scheduled Tribes) Order, 1950;
  - The Constitution (Scheduled Castes) (Union Territories) Order, 1951;
  - The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;
- (as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956; the Bombay Reorganization Act, 1960; The Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971, the (Constitution) Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; the Constitution (Scheduled Tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled Tribes) Order Amendment Act, 1991; and the Constitution (Scheduled Tribes) Order Second Amendment Act, 1991)
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
  - The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1967;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1967;
  - The Constitution (Pondicherry) Scheduled Castes Order, 1964;
  - The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
  - The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
  - The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
  - The Constitution (Nagaland) Scheduled Tribes Order, 1970;
  - The Constitution (Sikkim) Scheduled Castes Order, 1978;
  - The Constitution (Sikkim) Scheduled Tribes Order, 1978;
  - The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
  - The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

2. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ -and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/division\* of the State/Union Territory\* of \_\_\_\_\_

Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
(With seal of office)

Place \_\_\_\_\_ State \_\_\_\_\_  
Date \_\_\_\_\_ Union Territory \_\_\_\_\_

Note: The form "Ordinarily resides" used here will have the same meaning in Section 70 of the Representation of the Peoples Act, 1950.

\* Please delete the words, which are not applicable.  
No. F.101/30/94-SCT (B) dated 10.4.1995





**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- 1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- 2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar
- 4) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

**Note:-**

- No.777/00-SCT (B)  
dated 11.6.1990
- 1) In so far as the Scheduled Tribes community Tamil Nadu is concerned the certificate given by the Revenue Divisional Officer Instead of Tehsildar should only be accepted.
- No.F.1/22/95-SCT (B)  
dated 20.11.1995
- F.No.102/9/2/87-SCT (B)  
dated 10.3.1988
- 2) Caste certificates issued by Mandal Revenue Officers in Andhra Pradesh may be accepted as they are equivalent to the status of Tehsildar.
- No.101/2/91-SCT (B)  
dated 2.12.1991
- 3) Collector, South 24-Paraganas having his jurisdictions besides in South 24-Praganas over the entire area covered by the 35 Police stations under the jurisdiction of Commissioner of Police, Calcutta is empowered to issue SC/ST certificate to the applicants who and whose families ordinarily reside within the area covered by 35 Police Stations under the jurisdiction of Commissioner of Police, Calcutta.
- No.101/5/89-SCT (B)  
dated 23.3.1990
- 4) In the State of Karnataka only, the clarification regarding Caste status of Korava/Koravi community may be referred to Inspector General of Police, CID CRE Cell Bangalore for Investigation and report. There is no need to make any separate reference to the Magistrate of the District concerned in such cases.
- No.7/18/89-SCT (B)  
dated 26.3.1990
- 5) The SC/ST certificates issued by the Gazetted Officers, Members of Legislative Assemblies, Members of Parliament, District Organisers, District Welfare Officers etc. cannot be accepted for the purpose of employment in the Bank.
- F.No.1/15/81-SCT (B)  
dated 19.2.198
- No.101/11/90-SCT (B)  
dated 26.3.1990
- 6) Judicial Magistrates are not authorized to issue SC/ST certificates.



APPENDIX – II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that \_\_\_\_\_ son of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated 10th September, 1993, published in the Gazette of India, Extraordinary Part – I, Section 1, No.186, dated the 13th September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No.12011/44/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

She \_\_\_\_\_ and/or his family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M. No.36012/22/93-Estt.(SCT), dated 8.9.1993.

Signature,  
(Name & Designation Date of the Issuing authority)

Seal

\*Strike out whichever is not applicable.

NB – (a) The term 'Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of the People's Act, 1950.



**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/first Class Stipendiary Magistrate Sub-Divisional magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Stipendiary Magistrate)
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tehsildar; and
- iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



**APPENDIX III**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is to certify that Shri / Smt / Kum \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
 sex \_\_\_\_\_ identification mark (s) \_\_\_\_\_ is suffering from permanent  
 disability of following category :



- A. Locomotor or cerebral palsy:**
- (i) BL-Both legs affected but not arms
  - (ii) BA-Both arms affected
  - (iii) BLA-Both legs and both arms affected
  - (iv) OL-One leg affected (right or left)
  - (v) OA-One arm affected
  - (vi) BH-Shift back and hips (Cannot sit or stoop)
  - (vii) MW-Muscular weakness and limited physical endurance
- B. Blindness or Low Vision:**
- (i) B-Blind
  - (ii) PB-Partially Blind
- C. Hearing Impairment:**
- (i) D-Deaf
  - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Sh./Smt./Kum \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties.

- |   |        |
|---|--------|
| (i) F-can perform work by manipulating with fingers | Yes/No |
| (ii) PP-can perform work by pulling and pushing     | Yes/No |
| (iii) L-can perform work by lifting                 | Yes/No |
| (iv) KC-can perform work by kneeling and crunching  | Yes/No |
| (v) B-can perform work by bending                   | Yes/No |
| (vi) B-can perform by sitting                       | Yes/No |
| (vii) ST-can perform work by standing               | Yes/No |
| (viii) W-can perform work by walking                | Yes/No |
| (ix) SE-can perform work by seeing                  | Yes/No |
| (x) H-can perform work by hearing/speaking          | Yes/No |
| (xi) RW-can perform work by reading and writing     | Yes/No |

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Chairperson  
 Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Strike out which is no applicable.





APPENDIX IV

EXPERIENCE CERTIFICATE  
(ON LETTER HEAD OF THE COMPANY/ ORGANIZATION)

This is to certify that Shri/Smt/Kum..... joined the services of the organization as .....(Designation/post held) on ..... (Date of Joining) We confirm that the said post belongs to officer/managerial cadre. His/her subsequent promotions, with period of service, if any, are as under. (List out)

- 
- 
- 
- 
- 

His/her resignation has been accepted and he/she stands relieved from the services of the Organization at the close of the office hours on ..... (Date of Relieving)

Name .....

Designation & Department.....

.....

Rubber Stamp

Date:

Place:

**Note:**

The certificate should be issued by the competent authority on the letterhead of the company /organisation and also a copy of offer letter from the said company/organization should be attached with the same for submission to the Bank.





**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

रेफरी/ Referee No: 2

- I. उम्मीदवार का नाम  
Name of the Candidate
- II. आवेदित पद  
Applied for the post of
1. क्या उम्मीदवार आपके परिचित है? Is the candidate known to you? :      हाँ / Yes      नहीं / No
2. यदि हाँ, तो कृपया अवधि बताएं.  
If so, kindly state the period :      वर्ष      महीने  
Years      Months
3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या उन्हें कभी, गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.
4. क्या आप उम्मीदवार के परिवार को जानते हैं?  
Is the family of the candidate known to you?
5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law?
6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.  
Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution?
7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you?  
मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी

सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :  
नाम/Name :  
पद/Post :  
पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :



एचआरडी सं. 2095 / रेक.एक्जीक्यूटिव/- KBPIM-2  
HRD No.2095 /Rec.Executive/- KBPIM-2

October 20, 2021

Shivam Ashok Chorage  
A/P-Kondave

Satara  
Maharashtra

Applicant No: 326462

महोदया/प्रिय महोदय  
Madam/Dear Sir,

**एक्जीक्यूटिव की भर्ती**  
**Campus Recruitment 2020-21 – Executive (On Contract)**

With reference to the interviews held for the captioned post, the bank is pleased to offer you the post of Executive in the Bank, on purely contractual basis, for an initial period of one year from the date of joining in the Bank. Detailed terms and conditions governing your appointment are given in **Annexure-I**, which forms an integral part of this letter.

This offer is subject to the following Terms and conditions and you meeting the eligibility criteria as communicated to your institute prior to conducting the Interviews, including passing of the requisite Graduate degree in the first attempt and submission of a degree certificate to that effect.

2. कृपया आप "एक्जीक्यूटिव की भर्ती - २०१९ आवेदक सं. (326462) विषय लिखकर [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in) पत्र के सभी शर्तों एवं निबंधनों के बारे में अपनी पूर्ण और बिना शर्त स्वीकृति सूचित करें. कृपया नोट करें कि उपर्युक्त प्रस्ताव पत्र की स्वीकृति की सूचना यथासंभव शीघ्र, किंतु किसी भी स्थिति में दिनांक **October 22, २०२1** को 18.00 बजे तक भेजी जाए. ऐसा न होने पर उपर्युक्त प्रस्ताव स्वतः ही समाप्त हो जाएगा. यह स्पष्ट किया जाता है कि स्वीकृति की जानकारी देने / सूचित करने के लिए और अधिक समय प्रदान करने के किसी अनुरोध को बैंक द्वारा स्वीकार नहीं किया जाएगा और बैंक आपके साथ किसी भी प्रकार का कोई पत्राचार नहीं करेगा.

Dr. S. S. Ahluwalia  
Placement Cell

Shivam  
20/10/2021





Please convey your absolute and unconditional acceptance of all the terms and conditions of this offer letter through e-mail to [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in), mentioning subject as

“**Recruitment of Executive - Campus 2021 Applicant No. (326462)**”. Please note that the communication of the acceptance of the offer letter may be sent to us on or before **October 22, 2021** latest by 18:00 hours, failing which, the aforesaid offer shall lapse automatically. It is clarified that, no request for grant of further time for conveying/communicating the acceptance to the Bank shall be considered and the Bank shall not enter into any correspondence whatsoever with you.

**3. दस्तावेजों, कार्यग्रहण किट आदि प्रस्तुत करने के लिए रिपोर्ट करना**

आपको आरंभ में अपने दस्तावेजों के सत्यापन और कार्यग्रहण औपचारिकताओं को पूरा करने के लिए हमारे IDBI Bank Ltd, Om Patkar Plaza, Karad Road Markandi, Kaviltali, Chiplun, Ratnagiri-Maharashtra-415605 में रिपोर्ट करना होगा. आपको अनुबंध- III में किए गए उल्लेख के अनुसार सभी दस्तावेज (मूल तथा अनुप्रमाणित जिरॉक्स प्रतियाँ) अपने साथ लाने होंगे. यदि आपके दस्तावेज ठीक नहीं पाए गए तो आपको उचित दस्तावेजों के साथ फिर से IDBI Bank Ltd, Om Patkar Plaza, Karad Road Markandi, Kaviltali, Chiplun, Ratnagiri-Maharashtra-415605 को रिपोर्ट करना होगा. कृपया नोट करें कि पैन कार्ड, पासपोर्ट, मतदाता पहचान पत्र, ड्राइविंग लाइसेन्स, आधार कार्ड आदि के रूप में एक फोटो पहचान पत्र अपने साथ लाना है.

**Reporting for submission of documents, Joining kit, etc.**

You will have to report initially at our IDBI Bank Ltd, **Om Patkar Plaza, Karad Road Markandi, Kaviltali, Chiplun, Ratnagiri-Maharashtra-415605** for verification of the documents and completion of your joining formalities. You will have to carry all the documents (original as well as attested Xerox copies) as mentioned at **Annexure - III**. In case, your documents are not found to be in order, you will have to report again to IDBI Bank Ltd, **Om Patkar Plaza, Karad Road Markandi, Kaviltali, Chiplun, Ratnagiri-Maharashtra-415605** along with proper documents. Please note to carry a photo identity such as PAN Card, Passport, Voters ID Card, Driving License, Aadhaar card etc.

**4.** आपको प्रारंभ में निम्नलिखित बैंक के प्रधान कार्यालय / शाखा कार्यालय – IDBI Bank Ltd, Om Patkar Plaza, Karad Road Markandi, Kaviltali, Chiplun, Ratnagiri-Maharashtra-415605 (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 498 Proposed Position –Customer Service Executive.RBG.Customer Service Executive.RBG.) में तैनात किया जाएगा. कृपया नोट करें कि आपको बैंक के निर्णय के अनुसार इसके किसी भी कार्यालय में पदापित किया जा सकता है और इसके किसी भी विभाग/वर्टिकल में या इसकी किसी सहायक/सहयोगी संस्थाओं की कारोबारी इकाइयों में कार्य काम करना होगा. साथ ही आपको समय-समय पर बैंक के लागू नियमों के अनुसार भारत/ विदेश में किसी भी स्थान पर स्थानांतरित किया जा सकता है.

Initially you will be posted at IDBI Bank Ltd, Head Office/Branch – IDBI Bank Ltd, Om Patkar Plaza, Karad Road Markandi, Kaviltali, Chiplun, Ratnagiri-Maharashtra-415605 (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 498 Proposed Position –Customer Service Executive.RBG.Customer Service Executive.RBG. ). Please note that the Bank reserves the right to post you in any of the offices of the Bank and to work in any of its departments/verticals or offices/business units of its subsidiaries/associate institutions, as the Bank may decide. You will



also be liable for transfer to any place in India/abroad, as the Bank may decide, in terms of the applicable rules of the Bank, prevailing from time to time.

आपको किसी ऐसे दूसरे संगठन में सेवा के लिए ऐसी अवधि और निबंधनों एवं शर्तों पर प्रतिनियुक्त किया जा सकता है जो बैंक द्वारा समय-समय पर निर्धारित की जाएं.

You will be liable to be deputed to serve in any other organisation in any manner whatsoever, for such duration and on such terms and conditions as the Bank may decide.

5. कृपया कार्यग्रहण औपचारिकताओं को पूरा करने के लिए ऑफर पत्र के पैरा 3 में निर्दिष्ट किए गए अनुसार स्थान पर October 27, २०२1 को रिपोर्ट करें.

Please report for completing joining formalities on October 27, 2021 to the place indicated in Para 3 of the offer letter.

6. **नियुक्ति के लिए पूर्व शर्तें**  
**Pre conditions for appointment**

तथापि, संविदा आधार पर आपकी यह नियुक्ति इन शर्तों पर होगी :  
Your contractual appointment is, however, subject to:

(i) आपको उम्र और शैक्षणिक अर्हता के संबंध में पात्रता मानदंडों को निर्दिष्ट को पूरा करना होगा. (कृपया अनुबंध II देखें).

Your fulfilling the eligibility criteria regarding age and educational qualification respectively as specified in **Annexure II**.

(ii) बैंक में कार्यग्रहण करने के समय आपको डाक्टरी रूप से उपयुक्त होना चाहिए.

You should be medically fit at the time of joining the Bank's services.

(iii) ऐसे डाक्टरी जांच के संबंध में आपके द्वारा चिकित्सा जांच पर किये गये खर्च की प्रतिपूर्ति आपको, बैंक की सेवा में शामिल होने के एक महीने के भीतर मूल चिकित्सा बिलों को प्रस्तुत करने पर की जाएगी.

The expenditure incurred on medical tests by you in connection with medical examination will be reimbursed to you subject to production of original medical bills within one month of joining the Bank.

(iv). संविदा आधार पर इयूटी पर कार्यग्रहण के लिए रिपोर्ट करते समय आपको अपनी आयु, शैक्षणिक योग्यता, अनुभव, यदि कोई है (कार्यमुक्ति, अनुभव प्रमाणपत्र) संबंधी मूल प्रमाण-पत्र तथा उनकी अनुप्रमाणित सत्य प्रतिलिपियां भी प्रस्तुत करनी होगी (देखें अनुबंध-III). कृपया आप संलग्न फार्मेट में 2 संदर्भ (रेफरी) प्रमाणपत्र भी प्रस्तुत करें. (कृपया परिशिष्ट V देखें).

You shall produce at the time of reporting for contractual duty all the certificates in original regarding your age, educational qualifications, ~~experience~~, if any (relieving,





experience certificates) together with attested true copies thereof. (Please see Annexure III). You are advised to furnish two Reference Certificates, in the format enclosed. (Please see Appendix V).

- (v) यदि आप अनुसूचित जाति / अनुसूचित जनजाति के सदस्य हैं तो आपको जाति संबंधी प्रमाण-पत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों में से किसी एक प्राधिकारी [(परिशिष्ट I (क) में सूची दी गई है)] से केन्द्र सरकार द्वारा निर्धारित फॉर्मेट (परिशिष्ट- I में दिये गये अनुसार) में अनुसूचित जाति / जनजाति संबंधी प्रमाणपत्र प्रस्तुत करना होगा. यदि आप अनुसूचित जाति / जनजाति श्रेणी के सदस्य हैं और भविष्य में आपके धर्म में कोई परिवर्तन होता है तो उसकी तत्काल सूचना बैंक को देना नोट करें. इसके अलावा आपकी नियुक्ति अनंतिम है और जाति / जनजाति की सदस्यता का उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन में इस बात का पता चलता है कि अनुसूचित जाति / अनुसूचित जनजाति से संबंधित आपका दावा असत्य है तो आपकी सेवाएं कोई कारण दिये बिना तत्काल समाप्त की जाएंगी. बैंक आपके विरुद्ध ऐसी कार्रवाई करने का अधिकार अपने पास सुरक्षित रखता है जिसे वह ऐसा झूठा प्रमाणपत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के प्रावधानों के अधीन उचित या उपयुक्त समझे.

If you are a member of Scheduled Caste (SC) / Scheduled Tribe (ST), you shall produce Caste/Tribe Certificate in the format, as prescribed by Central Government [given at **Appendix I**] from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix I (a)**]. If you are a member of SC / ST category, you should note to intimate to the Bank forthwith, in case, there shall be a change in your religion, in future. Further, your appointment will remain as provisional and subject to verification of your Caste / Tribe Certificate, through proper channel. Your services will be liable to be terminated forthwith without assigning any reason, in case, the verification reveals that your claim for belonging to SC / ST Category is false. The Bank also reserves its right to take such further action against you, as it may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vi) यदि आप अन्य पिछड़े वर्ग (ओबीसी) से हैं तो आपको ओबीसी प्रमाणपत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों [सूची **परिशिष्ट II (क)** में दी गई है] से प्राप्त हालिया तारीख का / वैध ओबीसी प्रमाणपत्र (आपके क्रीमी लेयर से न होने के विशेष उल्लेख के साथ) केन्द्र सरकार द्वारा निर्धारित प्रारूप (**परिशिष्ट II** में दिया गया) में प्रस्तुत करना होगा. इसके अलावा आपकी नियुक्ति अनंतिम है और समुदाय / जाति प्रमाणपत्र के उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन से पता चलता है कि ओबीसी से आपकी संबद्धता का दावा या आपके क्रीमी लेयर से न होने का आपका दावा गलत है तो आपकी सेवाएं बिना कोई कारण बताए तथा आपके विरुद्ध ऐसी कार्रवाई, जो बैंक ऐसे झूठे प्रमाणपत्र के प्रस्तुतीकरण के लिए भारतीय दंड संहिता के प्रावधानों के अंतर्गत उचित या उपयुक्त समझे, पर कोई प्रतिकूल प्रभाव डाले बिना तत्काल समाप्त कर दी जाएंगी.

In case you belong to Other Backward Class (OBC) Category, you shall produce a recent / valid OBC Certificate (with Clause relating to non-creamy layer), in the format, as prescribed by Central Government [given at **Appendix II**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the



Community /Caste Certificate through the proper channel. If the verification reveals that your claim to belonging to OBC Category or non-creamy layer is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vii) यदि आप आर्थिक रूप से कमजोर वर्ग श्रेणी से संबंध रखते हैं तो आपको इस प्रकार (ईडब्ल्यूएस) के प्रमाणपत्र जारी करने के लिए अधिकारप्राप्त सक्षम प्राधिकारियों में से एक सूची परिशिष्ट] VI (एमान्य ईडब्ल्यूएस प्रमाणपत्र केंद्र सरकार द्वारा /के द्वारा जारी हाल का [में दी गई है ( परिशिष्ट] निर्धारित प्रारूप में VI में दी गई है] प्रस्तुत करना होगा इसके साथ ही ., आपकी नियुक्ति अनंतिम होगी तथा यह उचित माध्यम से ईडब्ल्यूएस प्रमाणपत्र के सत्यापन के अधीन होगी यदि . सत्यापन से यह पता चलता है कि ईडब्ल्यूएस से संबन्धित आपका दावा गलत है तो ऐसे झूठे भारतीय प्रमाणपत्र प्रस्तुत करने के लिए आपकी सेवा बिना कोई कारण बताए और आपके विरुद्ध दंड संहिता के प्रावधानों के अधीन कार्रवाई, जैसा बैंक उचित और उपयुक्त समझे, पर बिना कोई प्रतिकूल प्रभाव डाले तुरंत समाप्त कर दी जाएगी

In case you belong to Economically Weaker Section (EWS) Category, you shall produce a recent / valid EWS Certificate in the format, as prescribed by Central Government [given at **Appendix V**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the EWS Certificate through the proper channel. If the verification reveals that your claim to belonging to EWS is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (viii) कृपया नोट करें कि यदि आपका जाति प्रमाणपत्र (i) केन्द्र सरकार द्वारा निर्धारित उचित प्रारूप में न हो, (ii) आपके राज्य के लिए भारत सरकार की सूची में उल्लिखित जाति का नाम नहीं दर्शाता हो, (iii) उस पर जारी करने वाले कार्यालय / प्राधिकारी की मुहर न लगाई गयी हो, तो बैंक में आपकी नियुक्ति करने पर विचार नहीं किया जाएगा.

Please note that your joining in the Bank will not be considered in following cases: (i) your caste certificate is not in the format, as prescribed by Central Government (ii) your caste certificate does not contain the name of Caste as mentioned in the Central Government list for your state (iii) your caste certificate does not contain Seal of Issuing Office/Authority.

- (ix) यदि आप शारीरिक रूप से अक्षम (पीडब्ल्यूडी) हैं तो आपको सक्षम चिकित्सा प्राधिकारियों / चिकित्सा बोर्ड से इस प्रयोजन के लिए प्राप्त चिकित्सा प्रमाणपत्र निर्धारित फार्म में प्रस्तुत करना होगा (कृपया परिशिष्ट - III देखें)





If you are a Person with Disability (PWD), you shall produce valid Disability Certificate, in the prescribed format, issued by the Competent Medical Authorities/Medical Board [given at **Appendix III**].

- (x) आपको अपने वर्तमान नियोक्ता, यदि कोई है तो, से उचित कार्यमुक्ति संबंधी संतोषजनक प्रमाण प्रस्तुत करना होगा. (देखें परिशिष्ट -IV)

You should produce satisfactory evidence of having obtained proper release from your present employer, if any. (Please see Appendix IV).

7. संविदा आधार पर कार्यग्रहण के लिए रिपोर्ट करने के बाद बैंक को यदि आपके संबंध में निम्नानुसार रिपोर्ट/जानकारी मिलती है, तो आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं:

Please note that your contractual appointment is liable to be terminated without any notice or compensation in lieu thereof, if after your reporting for duty, the Bank receives:

- (i) यदि आपके द्वारा बताए गए संदर्भों की ओर से अथवा पुलिस जांच पर अथवा आपके पूर्ववर्ती नियोक्ता या नियोक्ताओं से प्रतिकूल रिपोर्ट प्राप्त होती है, अथवा

Any adverse report on police enquiry or from the references indicated by you, or from your previous employer(s), if any, or

- (ii) यदि ऐसी जानकारी प्राप्त होती है कि बैंक की सेवा में आने से पहले आपने कोई कदाचारपूर्ण कृत्य किया है, जो बैंक के मतानुसार आपको बैंक की सेवा के लिए अपात्र बना देता है.

Any information that you had prior to joining to Bank's service committed any act of misconduct which, in the opinion of the Bank renders you unfit to serve in the Bank.

- (iii) असंतोषजनक कार्य-निष्पादन सहित किंतु इसी तक सीमित नहीं, कारणों से सेवा की समाप्ति सहित आपके पूर्वनियोक्ता (नियोक्ताओं) (यदि कोई है) से कोई प्रतिकूल रिपोर्ट प्राप्त होती है.

Adverse report from your previous employer(s) (if any) including termination of service for reasons including but not limited to non-satisfactory performance only.

8. आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में कोई मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं.

Your appointment is also liable to be terminated forthwith without any notice or compensation in lieu of notice,

- (i) यदि आपके द्वारा प्रस्तुत घोषणा/विवरण/जानकारी किसी भी समय गलत या असत्य पाई जाती है अथवा कोई महत्वपूर्ण जानकारी छिपाई गयी पाई जाती है.

If any declaration/statement/information furnished by you is found to be false or untrue or if any material information is found to be suppressed by you.

- (ii) यदि आप संविदात्मक अवधि के दौरान बैंक को कोई सूचना दिए बिना लगातार दस दिनों तक इयूटी से अनुपस्थित रहते हैं तो यह समझा जाएगा कि आपने बैंक में अपना पद छोड़ दिया है।  
In the event of your remaining absent from the duties for a continuous period for ten days without any intimation to the Bank during the contractual period, you will be deemed to have vacated your post in the Bank.
9. आपको हिंदी का कार्यसाधक ज्ञान प्राप्त करना अनिवार्य है।  
You must acquire working knowledge of Hindi.
10. किसी विसंगति के मामले में अंग्रेजी पाठ अभिभावी होगा।  
In case of any discrepancies, the English version shall prevail.

भवदीय / Yours faithfully,



उप महा प्रबंधक / Deputy General Manager  
(मानव संसाधन / Human Resources)

संलग्न : यथोक्त.  
Encl. : As above.



अनुबंध - I / ANNEXURE-I

पूर्णतः संविदा आधार पर एकजीक्यूटिव के पद हेतु ऑफर पत्र  
के हिस्से के रूप में निबंधन व शर्तें

**Terms and conditions forming part of the offer letter for the post of  
Executive on purely contractual basis**

(यह ऑफर पत्र का अभिन्न हिस्सा है /This forms integral part of offer letter)

1. **कार्य की जिम्मेदारी** : आप फ्रंट/ बैंक ऑफिस के कार्यकलापों / कार्यों जैसे कि टेलर सेवा एकजीक्यूटिव / ग्राहक सेवा एकजीक्यूटिव / दस्तावेज एकजीक्यूटिव तथा शाखा बैंकिंग / परिचालन / बैंकएशुरेंस में इसी प्रकार की अन्य भूमिकाओं के लिए और बैंक द्वारा अपने विवेकानुसार समय-समय पर दिए / सौंपे गए इस प्रकार के अन्य कार्यों के लिए प्राथमिक रूप में जिम्मेदार रहेंगे.

**Job responsibility:** Primarily responsible for front /back office activities/job functions like Teller Service Executives/Customer Service Executives/Document Executives and other roles of similar nature in branch banking/operations/ Bancassurance and such other jobs, which the Bank, in its sole discretion, may assign/entrust from time to time.

2. **संविदा की अवधि** : संविदा की प्रारंभिक अवधि संविदा आधार पर सेवा में आने की तारीख से 1 वर्ष के लिए होगी. बैंक संतोषजनक कार्य-निष्पादन, छुट्टी अभिलेख, नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना तथा अन्य मानदंडों, जो बैंक द्वारा स्वविवेकानुसार निर्धारित किए जाए, के आधार पर और रिक्तियाँ उपलब्ध होने पर अपने विवेकाधिकार से इस संविदा को वर्ष-दर-वर्ष आधार पर बढ़ा सकता है. इसके अलावा, बैंक संविदा को पुनः नवीकरण करने का अधिकार (कोई बाध्यता नहीं) अपने पास सुरक्षित रखता है. संविदा, बैंक में संविदात्मक सेवा में कार्यग्रहण की तारीख से तीन वर्ष से अधिक समय के लिए नवीकृत नहीं की जाएगी. किसी भी स्थिति में यह संविदा बैंक में नियमित रोजगार के लिए अथवा सेवा की संविदा के नवीकरण के लिए दावा करने का अधिकार प्रदान नहीं करेगा.

**Period of contract** : Initial period of contract would be for one year from the date of joining the contractual service. The Bank, at its sole discretion, may offer to renew the contract on year-to-year basis, subject to satisfactory performance, leave record, completion of assigned mandatory e-learning certifications within stipulated timelines and such other parameters or criteria as may be decided by the Bank at its sole discretion and also availability of vacancies. Further, the Bank reserves the right (and not an obligation) to further renew the contract. The contract shall not be renewed beyond a period of three years from the date of joining the contractual service in the Bank. Under no circumstances, the contract would confer any claim for regular employment in the Bank or for renewal of the contract of service.

3. **संविदा की समाप्ति** : यह संविदा बैंक द्वारा नवीकृत न करने की स्थिति में अपना समय पूरा होने पर स्वतः समाप्त हो जाएगी और बैंक के लिए यह आवश्यक नहीं होगा कि वह सेवाओं की समाप्ति के बारे में कोई औपचारिक आदेश जारी करे अथवा इस संबंध में कोई पूर्वसूचना दे. इस संविदा को कोई भी पक्ष





एक महीने की लिखित पूर्वसूचना देकर समाप्त कर सकता है. बैंक सूचना अवधि के बदले में एक महीने का निर्धारित पारिश्रमिक देकर इस संविदा को तत्काल समाप्त करने का अधिकार अपने पास सुरक्षित रखता है. इस संविदा को समाप्त करने पर कोई क्षतिपूर्ति अदा नहीं किया जाएगा.

**Termination of contract:** The contract shall expire by efflux of time, if not renewed by the Bank and the Bank shall be under no obligation to issue a formal order of termination or to give any prior notice in this regard. The contract can also be terminated by either party by giving one month's prior written notice. The Bank reserves the right to terminate the contract with immediate effect by paying one month's fixed remuneration in lieu of the notice period. No compensation whatsoever is payable on termination of the contract.

4. **सेवा में शामिल करने की संभावना:** 3 वर्षों की संविदा सेवा के दौरान संतोषजनक कार्यनिष्पादन, छुट्टी रिकॉर्ड, ईआर क्लियरेंस पाए जाने पर और नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना और बैंक में रिक्तियां होने पर इस प्रकार से नियुक्त उम्मीदवार बैंक द्वारा निर्धारित चयन प्रक्रिया के माध्यम से ही सहायक प्रबंधक ग्रेड 'ए' (सहायक प्रबंधक) के रूप में बैंक की सेवा में लिए जा सकते हैं. केवल 3 वर्षों के लिए संविदा के नवीकरण से या संविदा आधार पर 3 वर्ष की सेवा पूरी करने से कोई उम्मीदवार सहायक प्रबंधक के रूप में बैंक की सेवा में लिए जाने के लिए पात्र नहीं माना जाएगा.

**Possibility of future appointment:** Subject to satisfactory performances, leave records, ER clearance during 3 (three) years of contractual services and completion of assigned mandatory e-learning certifications within stipulated timelines as also subject to availability of vacancies, such appointees would be eligible for appointment as Assistant Manager - Grade 'A' (AM) *only through a selection process as may be decided by the Bank*. Mere renewals of contract for 3 years or serving 3 years of contractual term shall not ipso-facto render an appointee eligible for appointment as AM.

5. **संविदा की अवधि में नियत पारिश्रमिक :** प्रारंभिक एक वर्ष के लिए रु.29,000/- प्रतिमाह का समेकित नियत पारिश्रमिक अदा किया जाएगा जिसमें से लागू नियमों के अंतर्गत सांविधिक कटौती/कटौतियों की जाएंगी. यदि बैंक इस संविदा का नवीकरण करता है तो उपर्युक्त समेकित नियत पारिश्रमिक को बढ़ाकर बैंक की सेवा में आने की तारीख से पहले वर्ष तथा दूसरे वर्ष के पूरा करने पर क्रमशः रु. 31,000/- प्रतिमाह और रु. 34,000/- प्रतिमाह कर दिया जाएगा. संविदा पर नियुक्त उम्मीदवार बैंक के पूर्णकालिक / अंशकालिक कर्मचारियों के लिये लागू अन्य किसी भत्ते (चिकित्सा सहित), परिलब्धियों, लाभों तथा अन्य सुविधाओं के लिए पात्र नहीं होंगे.

**Fixed remuneration during contractual period:** A consolidated fixed remuneration of Rs.29,000/- per month subject to statutory deduction/s under applicable laws will be paid for initial one year. If the Bank renews the contract, the above consolidated fixed remuneration will be increased to Rs. 31,000/- per month and Rs. 34,000/- per month on completion of the 1<sup>st</sup> year and 2<sup>nd</sup> year respectively from the date of joining the Bank. The appointee shall not be entitled to any other allowances (including medical), perquisites, benefits and other facilities which are applicable to full time/part time permanent employees of the Bank.





6. छुट्टी / Leave:

- (i) आनुपातिक आधार पर वर्ष में 20 (बीस) दिन की छुट्टियों पर विचार किया जाएगा. छुट्टी नकदीकरण का लाभ / की सुविधा उपलब्ध नहीं होगी. तथापि, संविदा की अवधि की समाप्ति / समाप्त किए जाने पर यदि कोई छुट्टी संचित है तो बैंक उसके नकदीकरण पर विचार करेगा तथा यह पूरी तरह बैंक के विवेकाधिकार पर निर्भर करेगा.

20 (twenty) days in a year on pro-rata basis will be considered. Benefit/facility of leave encashment will not be available. However, accumulation of leave, if any, at the end of contract/termination, would be considered for encashment at the sole discretion of the Bank.

- (ii) (क) एक्जिक्यूटिव/ नियुक्त कर्मचारी तीन वर्ष की अपनी पूरी संविदागत अवधि के दौरान अधिकतम छह माह की अवधि के लिए एक बार मातृत्व छुट्टी (एमएल) के लिए भी पात्र होंगी. वे प्रसव की अनुमानित तारीख से आठ सप्ताह पहले छुट्टी नहीं ले पाएंगी.

(a) Executives/Appointees are also eligible for Maternity Leave (ML) not exceeding six months only once during the entire contractual service period of three years. Not more than eight weeks shall precede the date of her expected delivery.

(ख) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि बैंक में ग्रेड 'ए' अधिकारी के रूप में उनकी नियुक्ति नहीं की गई है तो ऐसे एक्जिक्यूटिव की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं तथा संविदा की समाप्ति मातृत्व छुट्टी के समाप्त होने पर होगी.

(b) In case, where the Executive / Appointee has proceeded on ML in the third year and there is a situation wherein she is not appointed as an officer in Grade "A" in the Bank, the contract period of such executive would be extended beyond the contract last date up to the period she is on ML as per eligibility and the contract shall come to an end on expiry of ML.

(ग) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि वे बैंक में ग्रेड 'ए' अधिकारी के रूप में नियुक्ति के लिए लिखित परीक्षा और साक्षात्कार दोनों ही पास कर चुकी हैं तो ऐसे एक्जिक्यूटिव/ नियुक्त कर्मचारी की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं और ग्रेड 'ए' के रूप में नियुक्ति एक्जिक्यूटिव/ नियुक्त कर्मचारी द्वारा बैंक द्वारा निर्धारित अवधि के भीतर वापस ड्यूटी पर रिपोर्ट करने के बाद ही प्रभावी होगी तथा यह नियुक्ति अन्य पात्रता मानदंडों को पूरा करने के अधीन होगी.

(c) In case, where the Executive / Appointee has proceeded on ML in the third year of contract and there is a situation where she has cleared the written test and interview for appointment as officer in Grade "A" in the Bank, the contract period of such Executive / Appointee would also be extended beyond the contract last date up to the period she is on ML as per eligibility and the appointment as Grade "A" will be effective only after the Executive / Appointee reports



back to duty within the period as may be prescribed by the Bank and also subject to satisfying other eligibility criteria.

- (iii) कोई अन्य प्रकार की छुट्टी अनुमत/ स्वीकार्य नहीं है. कोई अन्य अनुपस्थिति मासिक क्षतिपूर्ति (निर्धारित पारिश्रमिक) से कटौती के अधीन होगी.

No other type of leave is permissible / admissible. Any other absence will result in pro-rata deductions from monthly compensation (Fixed remuneration).

7. यात्रा/ विराम भत्ता : बैंक के मौजूदा नियमों के अनुसार ही यात्रा / विराम भत्ता अदा किया जाएगा.

**Travelling/Halting Allowance:** The Travelling/Halting Allowance will be paid as per the extant Rules of the Bank.

8. अधिवर्षिता लाभ : चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है, नियुक्त उम्मीदवार किसी भी प्रकार के अधिवर्षिता लाभ के लिए पात्र नहीं होगा. यह स्पष्ट किया जाता है कि नियुक्त उम्मीदवार किसी उपदान, भविष्य निधि अथवा पेंशन संबंधी लाभ पाने के लिए हकदार नहीं होगा. बाद में यदि नियुक्त उम्मीदवार को बैंक की नियमित पूर्णकालिक सेवा (सहायक प्रबंधक) में शामिल किया जाता है तो उनके द्वारा संविदा के आधार की गई सेवा अवधि की गणना अधिवर्षिता लाभ के लिए शामिल नहीं की जायेगी.

**Superannuation benefits:** The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service of 1, 2 and/or 3 years would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee (Assistant Manager) at a later stage.

9. नयी पेंशन योजना (एनपीएस) में पात्रता: एकजीक्यूटिव के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक लिनिई पेंशन योजना (आईबीएलएनपीएस) . नियमावली,के अंतर्गत 2011 निर्धारित अंशदान पेंशन योजना द्वारा, समय समय पर यथा संशोधितअनुसार अशोधित/, शासित होगी.

**Coverage under New Pension Scheme (NPS):** During the Contractual Period with IDBI Bank as an Executive, the appointee shall be governed by Defined Contribution Pension Scheme under IDBI Bank Ltd New Pension Scheme (IBLNPS) Rules, 2011, as amended/ modified from time to time.

10. वरिष्ठता : चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है, इसीलिए इसके अंतर्गत नियुक्त उम्मीदवारों की कोई परस्पर वरिष्ठता सूची नहीं होगी.

**Seniority:** The engagement being purely on contractual basis, the appointee will not have any inter-se seniority.

11. प्रशिक्षण: नियुक्त उम्मीदवार को बैंक द्वारा समय-समय पर निर्धारित प्रशिक्षण प्राप्त करना होगा.

**Training:** The appointee will be required to undergo such training as may be prescribed by the Bank from time to time.

12. आचरण और अनुशासन : नियुक्त उम्मीदवार पर आईडीबीआई लि. अधिकारी आचरण नियमावली, 2006 और आईडीबीआई लि. अधिकारी अनुशासन और अपील नियमावली, 2006 लागू होगी.



**Conduct and discipline:** The appointee shall be governed by IDBI Ltd. Officers' Conduct Rules, 2006 and IDBI Ltd. Officers' Discipline & Appeal Rules, 2006.

13. **दुर्घटना बीमा सुरक्षा:** "एक्जीक्यूटिव" के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्तिआईडीबीआई बैंक कर्मचारी समूह जीवन बीमा योजना द्वारा शासित होगी.

**Accidental Insurance Cover:** During the Contractual Period as an "Executive" with IDBI Bank the appointee shall be covered under IDBI Bank Employees' Group Life Insurance Scheme.

14. **दुर्घटना बीमा सुरक्षा:** संविदा अवधि के दौरान आप फ्लोटर मेडीक्लेम जीवन बीमा के रूप में चिकित्सा सुविधा हेतु पात्र होंगे.

**Reimbursement towards medical:** The appointee during the Contractual Period shall be eligible for Medical Facilities in the form of Floater Mediclaim Insurance.

15. **अन्य लाभ :** बैंक की मौजूदा नीतियों और बैंक द्वारा समय-समय पर जारी किए गए परिपत्रों के अनुसार एक्जीक्यूटिव (संविदा पर) को अनुमत कोई अन्य लाभ / सुविधाएं / परिलब्धियां दी जाएंगी.

**Other benefits:** They will be extended with any other benefits / facilities / perquisites as admissible to Executives (on contract) as per the extant policies and circulars issued from time to time by the Bank.

16. **अन्य मामले :** बैंक का निर्णय अंतिम तथा बाध्यकारी होगा.

**Residuary Matter :** The decision of the Bank shall be final and binding.

**टिप्पणी :** किसी प्रकार की अस्पष्टता के मामले में अंग्रेजी पाठ अभिभावी होगा.

**Note :** In case of any ambiguity, the English version will prevail.

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**अनुबंध II / ANNEXURE II**

**एक्जीक्यूटिव पद के लिए पात्रता मानदंड /Eligibility criteria for the post of Executive**

Sr.No.	Particulars	Eligibility Criteria for the candidates appearing for campus placement												
1.	Educational Qualifications	Commerce Graduate (B.Com) / Management Graduate (BBA / BBM) / Bachelor of Management Studies (BMS) with minimum of 60 % percent marks (55% for SC/ST) in aggregate of all 3 years / semesters.												
2.	Age  (as on the cut-off date November 1, 2020)	<p><b>Minimum : 20 years and Maximum : 25 years i.e. candidate should have been born not earlier than 02.11.1995 and not later than 01.11.2000 (both dates inclusive)</b></p> <p><b>Relaxation in upper age limit:</b></p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Category</th> <th>Age Relaxation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SC/ST</td> <td>5 years</td> </tr> <tr> <td>2.</td> <td>OBC (Non Creamy Layer)</td> <td>3 years</td> </tr> <tr> <td>3.</td> <td>PWD</td> <td>10 years</td> </tr> </tbody> </table>	Sr.No.	Category	Age Relaxation	1.	SC/ST	5 years	2.	OBC (Non Creamy Layer)	3 years	3.	PWD	10 years
Sr.No.	Category	Age Relaxation												
1.	SC/ST	5 years												
2.	OBC (Non Creamy Layer)	3 years												
3.	PWD	10 years												
3.	Selection Process	Selection process would comprise of Group Discussion (GD) and Personal Interview (PI) of the candidates qualified in GD.												
4.	Other Requirements	<p>Appointment of the candidate is subject to their passing the examination of the relevant course in the first attempt i.e. they should have completed the course within the academic session (2018-21) failing which the offer of IDBI Bank would stand automatically withdrawn/cancelled.</p> <p>Applicable guidelines in respect of reservation would be followed.</p> <p>The candidate shortlisted in PI would undergo pre-recruitment medical checkup and their appointment in the Banks service is subject their being found Medically fit.</p>												





अनुबंध / ANNEXURE - III

नियुक्ति / कार्यग्रहण के लिए रिपोर्ट करते समय  
लाये जाने वाले प्रमाणपत्र तथा उनकी अनुप्रमाणित प्रतिलिपियां  
Certificates and attested copies thereof to be brought at  
the time of reporting for appointment/joining

1. आयु के सबूत का प्रमाणपत्र - स्कूल छोड़ने का प्रमाणपत्र और एस.एस.सी. प्रमाणपत्र या जन्म प्रमाणपत्र.  
Certificates in proof of age - School Leaving Certificate or S.S.C. Certificate or birth certificate.
2. स्नातक और स्नातकोत्तर स्तर के लिए विश्वविद्यालय/संस्था द्वारा दिये गये डिग्री प्रमाणपत्र/अनंतिम डिग्री प्रमाण पत्र.  
Degree Certificates/Provisional Degree Certificates awarded by University/Institutes for graduate and post-graduate level.
3. एस.एस.सी., एच.एस.सी., स्नातक और स्नातकोत्तर परीक्षा की अंक सूचियां (वर्ष वार और सेमेस्टर वार की सभी अंक सूची).  
Marksheet of S.S.C., H.S.C., Graduation Degree(s) and post graduation. (individual marksheet for all years or all semesters)
4. सक्षम प्राधिकारी से जाति प्रमाणपत्र - (एससी/एसटी/ओबीसी उम्मीदवारों के मामले में). फॉर्मेट संलग्न (परिशिष्ट I और II)  
Caste Certificate from a competent authority - (in the case of SC/ST/OBC candidates). Format enclosed (Appendix I and Appendix II).
5. सक्षम प्राधिकारी से चिकित्सा प्रमाणपत्र (शारीरिक रूप से विकलांग उम्मीदवारों के लिए). फॉर्मेट संलग्न (परिशिष्ट III)  
Medical Certificate from the Competent Authority (in case of person with disabilities) Format enclosed (Appendix III).
6. अनुभव प्रमाणपत्र में (क) कार्यग्रहण की तारीख (ख) कार्यग्रहण के समय पदनाम (ग) अधिकारी के पद पर पदोन्नति की तारीख (यदि अधिकारी के रूप में कार्यग्रहण न किया गया हो ) (घ) आवेदन पत्र में दिए गए अनुसार सभी पिछले नियोक्ताओं तथा वर्तमान नियोक्ता से सेवात्याग / कार्यमुक्त होने की तारीख और संगठन छोड़ते समय पदनाम का स्पष्ट उल्लेख होना चाहिए. अनुभव प्रमाणपत्र संगठन के सक्षम प्राधिकारी/एचआरडी द्वारा जारी होना चाहिए.  
Experience certificate should clearly indicate (a) date of joining, (b) designation at the time of joining, (c) date of promotion to the post of an officers (if initially joined as other than an officer). (d) date of leaving / relieving and designation at the time of leaving the organization from all the previous, as also present employer as indicated in the application form. Experience certificate should be issued by the competent authority/HRD of the organization.
7. वर्तमान नियोक्ता से कार्यमुक्त होने का प्रमाणपत्र (नियुक्ति के समय प्रस्तुत किया जाए), यदि लागू हो.  
Original relieving certificate from the present employer (To be produced at the time of appointment), if applicable.
8. पासपोर्ट आकार के हाल के दो फोटोग्राफ  
Two copies of recent passport size photograph.
9. यदि उम्मीदवार के विभिन्न प्रमाणपत्रों में उनके नाम की वर्तनी अलग-अलग है तथा/या उम्मीदवार का नाम उसके प्रमाणपत्रों में पद के लिए बैंक के पास प्रस्तुत आवेदन फार्म में वर्णित नाम से अलग है तो विधिवत् स्टाम्पित (जहां शपथ ली जा रही है वहां के स्थानीय स्टाम्प अधिनियम के

प्रावधानों के अनुसार) तथा नोटरी या सरकार द्वारा नियुक्त विशेष कार्यकारी मजिस्ट्रेट या आयुक्त के समक्ष निष्पादित शपथ-पत्र.

An affidavit duly stamped (as per the provisions of the local Stamp Act where affidavit is being sworn) and executed before a Notary or Special Executive Magistrate or Commissioner appointed by the Govt. if there is a variation in the candidate's name spelt out in his/her various certificates/testimonials **and/or** if the candidate's name as appearing in his/her certificates/testimonials differs from the name that is indicated in the Bank's application form for the post.

10. दो रेफरी प्रमाणपत्र (सभी मूल प्रति में)

Two Referee certificates (all in original).

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**APPENDIX I**  
**Form of Caste Certificate**

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his/her claim

1. This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ in \_\_\_\_\_ of village/town\* \_\_\_\_\_ in \_\_\_\_\_ District/Division\* \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* under :
- The Constitution (Scheduled Castes) Order, 1950;
  - The Constitution (Scheduled Tribes) Order, 1950;
  - The Constitution (Scheduled Castes) (Union Territories) Order, 1951;
  - The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;
- (as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956; the Bombay Reorganization Act, 1960; The Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971, the (Constitution) Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; the Constitution (Scheduled Tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled Tribes) Order Amendment Act, 1991; and the Constitution (Scheduled Tribes) Order Second Amendment Act, 1991)
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
  - The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
  - The Constitution (Pondicherry) Scheduled Castes Order, 1964;
  - The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
  - The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
  - The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
  - The Constitution (Nagaland) Scheduled Tribes Order, 1970;
  - The Constitution (Sikkim) Scheduled Castes Order, 1978;
  - The Constitution (Sikkim) Scheduled Tribes Order, 1978;
  - The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
  - The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.
2. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_-and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/division\* of the State/Union Territory\* of \_\_\_\_\_

Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
(With seal of office)

Place \_\_\_\_\_ State \_\_\_\_\_  
Date \_\_\_\_\_ Union Territory \_\_\_\_\_

Note: The form "Ordinarily resides" used here will have the same meaning in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words, which are not applicable.  
No. F.101/30/94-SCT (B) dated 10.4.1995



APPENDIX I (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- 1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- 2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar
- 4) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

**Note:-**

- No.77/00-SCT (B)      1) In so far as the Scheduled Tribes community Tamil Nadu is concerned the certificate given  
dated 11.6.1990      by the Revenue Divisional Officer Instead of Tehsildar should only be accepted.
- No.F.1/22/95-SCT (B)  
dated 20.11.1995
- F.No.102/9/2/87-SCT (B)      2) Caste certificates issued by Mandal Revenue Officers in Andhra Pradesh may be accepted  
dated 10.3.1988      as they are equivalent to the status of Tehsildar.
- No.101/2/91-SCT (B)      3) Collector, South 24-Paraganas having his jurisdictions besides in South 24-Praganas over  
dated 2.12.1991      the entire area covered by the 35 Police stations under the jurisdiction of Commissioner of  
Police, Calcutta is empowered to issue SC/ST certificate to the applicants who and whose  
families ordinarily reside within the area covered by 35 Police Stations under the jurisdiction  
of Commissioner of Police, Calcutta.
- No.101/5/89-SCT (B)      4) In the State of Karnataka only, the clarification regarding Caste status of Korava/Koravi  
dated 23.3.1990      community may be referred to Inspector General of Police, CID CRE Cell Bangalore for  
Investigation and report. There is no need to make any separate reference to the Magistrate  
of the District concerned in such cases.
- No.7/18/89-SCT (B)      5) The SC/ST certificates issued by the Gazetted Officers, Members of Legislative Assemblies,  
dated 26.3.1990      Members of Parliament, District Organisers, District Welfare Officers etc. cannot be accepted  
for the purpose of employment in the Bank.
- F.No.1/15/81-SCT (B)  
dated 19.2.198
- No.101/11/90-SCT (B)      6) Judicial Magistrates are not authorized to issue SC/ST certificates.  
dated 26.3.1990





APPENDIX – II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT  
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that \_\_\_\_\_ son of  
\_\_\_\_\_ of village \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the \_\_\_\_\_ State  
\_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognizes  
as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated 10th September, 1993, published in the Gazette of India, Extraordinary Part – I, Section 1, No.186, dated the 13th September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No.12011/44/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri \_\_\_\_\_-and/or his family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections  
(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training,  
O.M. No.36012/22/93-Estt.(SCT), dated 8.9.1993.

Signature.

(Name & Designation Date of the Issuing authority)

Seal

\*Strike out whichever is not applicable.

NB – (a) The term 'Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of  
the People's Act, 1950.



APPENDIX – II (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/first Class Stipendiary Magistrate Sub-Divisional magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Stipendiary Magistrate)
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- iii) Revenue Officer not below the rank of Tehsildar; and
- iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



**APPENDIX III**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is to certify that Shri / Smt / Kum \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
 sex \_\_\_\_\_ identification mark (s) \_\_\_\_\_ is suffering from permanent  
 disability of following category :



- A. Locomotor or cerebral palsy:
    - (i) BL-Both legs affected but not arms
    - (ii) BA-Both arms affected
    - (iii) BLA-Both legs and both arms affected
    - (iv) OL-One leg affected (right or left)
    - (v) OA-One arm affected
    - (vi) BH-Stiff back and hips (Cannot sit or stoop)
    - (vii) MW-Muscular weakness and limited physical endurance
  - B. Blindness or Low Vision:
    - (i) B-Blind
    - (ii) PB-Partially Blind
  - C. Hearing Impairment:
    - (i) D-Deaf
    - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive /likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Sh./Smt./Kum \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties.

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by Kneeling and crunching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) B-can perform by sitting.                       | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Chairperson  
 Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Strike out which is no applicable.



APPENDIX IV

EXPERIENCE CERTIFICATE  
(ON LETTER HEAD OF THE COMPANY/ ORGANIZATION)

This is to certify that Shri/Smt/Kum..... joined the services of the organization as .....(Designation/post held) on .....(Date of Joining). We confirm that the said post belongs to officer/managerial cadre. His/her subsequent promotions, with period of service, if any, are as under. (List out)

- 
- 
- 
- 
- 

His/her resignation has been accepted and he/she stands relieved from the services of the Organization at the close of the office hours on ..... (Date of Relieving)

Name .....

Designation & Department.....

.....

Rubber Stamp

Date:

Place:

**Note:**

The certificate should be issued by the competent authority on the letterhead of the company /organisation and also a copy of offer letter from the said company/organization should be attached with the same for submission to the Bank.





**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

**रेफरी/ Referee No: 1**

I उम्मीदवार का नाम :

Name of the Candidate :

II आवेदित पद :

Applied for the post of :

1. क्या उम्मीदवार आपके परिचित हैं ? Is the candidate known to you? : हाँ / Yes      नहीं / No

2. यदि हाँ, तो कृपया अवधि बताएं. : वर्ष      महीने  
If so, kindly state the period.      Years      Months

3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या उन्हें कभी, गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.

4. क्या आप उम्मीदवार के परिवार को जानते हैं ? :

Is the family of the candidate known to you ?

5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law ?

6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.

Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution ?

7. क्या उम्मीदवार आपका रिश्तेदार हैं ? Is the candidate related to you ?

मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :

नाम/Name :

पद/Post :

पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :





एचआरडी सं. 2095 / रेक.एकजीक्यूटिव/- KBPIM-3  
HRD No.2095 /Rec.Executive/- KBPIM-3

October 20, 2021

Gaurav Sunil Choudhari  
52, Gulmohar Colony  
Sadar bazar

Satara  
Maharashtra

Applicant No: 326463

महोदया/प्रिय महोदय  
Madam/Dear Sir,

**एकजीक्यूटिव की भर्ती**  
**Campus Recruitment 2020-21 – Executive (On Contract)**

With reference to the interviews held for the captioned post, the bank is pleased to offer you the post of Executive in the Bank, on purely contractual basis, for an initial period of one year from the date of joining in the Bank. Detailed terms and conditions governing your appointment are given in **Annexure-I**, which forms an integral part of this letter.

This offer is subject to the following Terms and conditions and you meeting the eligibility criteria as communicated to your institute prior to conducting the Interviews, including passing of the requisite Graduate degree in the first attempt and submission of a degree certificate to that effect.

2. कृपया आप "एकजीक्यूटिव की भर्ती - २०१९ आवेदक सं. (326463) विषय लिखकर [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in) पत्र के सभी शर्तों एवं निबंधनों के बारे में अपनी पूर्ण और बिना शर्त स्वीकृति सूचित करें. कृपया नोट करें कि उपर्युक्त प्रस्ताव पत्र की स्वीकृति की सूचना यथासंभव शीघ्र, किंतु किसी भी स्थिति में दिनांक **October 22, २०२१** को 18.00 बजे तक भेजी जाए. ऐसा न होने पर उपर्युक्त प्रस्ताव स्वतः ही समाप्त हो जाएगा. यह स्पष्ट किया जाता है कि स्वीकृति की जानकारी देने / सूचित करने के लिए और अधिक समय प्रदान करने के किसी अनुरोध को बैंक द्वारा स्वीकार नहीं किया जाएगा और बैंक आपके साथ किसी भी प्रकार का कोई पत्राचार नहीं करेगा.

*Dr. S. S. Bhada*  
*Placement Cell*  
*[Signature]*  
*25/10/21*





Please convey your absolute and unconditional acceptance of all the terms and conditions of this offer letter through e-mail to [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in), mentioning subject as

**“Recruitment of Executive - Campus 2021 Applicant No. (326463)”**. Please note that the communication of the acceptance of the offer letter may be sent to us on or before **October 22, 2021** latest by 18:00 hours, failing which, the aforesaid offer shall lapse automatically. It is clarified that, no request for grant of further time for conveying/communicating the acceptance to the Bank shall be considered and the Bank shall not enter into any correspondence whatsoever with you.

**3. दस्तावेजों, कार्यग्रहण किट आदि प्रस्तुत करने के लिए रिपोर्ट करना**

आपको आरंभ में अपने दस्तावेजों के सत्यापन और कार्यग्रहण औपचारिकताओं को पूरा करने के लिए हमारे IDBI Bank Ltd, Survey No. 74/01, Milkat No.743 & 743/2,Off Karad-Chiplun Road,At & Post Mundhe, Tehsil Karad,Satara,Maharashtra-415110 में रिपोर्ट करना होगा. आपको अनुबंध-III में किए गए उल्लेख के अनुसार सभी दस्तावेज (मूल तथा अनुप्रमाणित जिरॉक्स प्रतियाँ) अपने साथ लाने होंगे. यदि आपके दस्तावेज ठीक नहीं पाए गए तो आपको उचित दस्तावेजों के साथ फिर से IDBI Bank Ltd, Survey No. 74/01, Milkat No.743 & 743/2,Off Karad-Chiplun Road,At & Post Mundhe, Tehsil Karad,Satara,Maharashtra-415110 को रिपोर्ट करना होगा. कृपया नोट करें कि पैन कार्ड, पासपोर्ट, मतदाता पहचान पत्र, ड्राइविंग लाइसेन्स, आधार कार्ड आदि के रूप में एक फोटो पहचान पत्र अपने साथ लाना है.

**Reporting for submission of documents, Joining kit, etc.**

You will have to report initially at our IDBI Bank Ltd, **Survey No. 74/01, Milkat No.743 & 743/2,Off Karad-Chiplun Road,At & Post Mundhe, Tehsil Karad,Satara,Maharashtra-415110** for verification of the documents and completion of your joining formalities. You will have to carry all the documents (original as well as attested Xerox copies) as mentioned at **Annexure - III**. In case, your documents are not found to be in order, you will have to report again to IDBI Bank Ltd, **Survey No. 74/01, Milkat No.743 & 743/2,Off Karad-Chiplun Road,At & Post Mundhe, Tehsil Karad,Satara,Maharashtra-415110** along with proper documents. Please note to carry a photo identity such as PAN Card, Passport, Voters ID Card, Driving License, Aadhaar card etc.

**4.** आपको प्रारंभ में निम्नलिखित बैंक के प्रधान कार्यालय / शाखा कार्यालय – IDBI Bank Ltd, Survey No. 74/01, Milkat No.743 & 743/2,Off Karad-Chiplun Road,At & Post Mundhe, Tehsil Karad,Satara,Maharashtra-415110 (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 1387 Proposed Position –Customer Service Executive.RBG.Customer Service Executive.RBG.) में तैनात किया जाएगा. कृपया नोट करें कि आपको बैंक के निर्णय के अनुसार इसके किसी भी कार्यालय में पदापित किया जा सकता है और इसके किसी भी विभाग/ वर्टिकल में या इसकी किसी सहायक /सहयोगी संस्थाओं की कारोबारी इकाइयों में कार्य काम करना होगा. साथ ही आपको समय-समय पर बैंक के लागू नियमों के अनुसार भारत/ विदेश में किसी भी स्थान पर स्थानांतरित किया जा सकता है.

Initially you will be posted at IDBI Bank Ltd, Head Office/Branch – IDBI Bank Ltd, Survey No. 74/01, Milkat No.743 & 743/2,Off Karad-Chiplun Road,At & Post Mundhe, Tehsil Karad,Satara,Maharashtra-415110(Org- RB Branch Banking Vertical - Retail Banking SOL ID:





prescribed by Central Government [given at **Appendix II**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the Community /Caste Certificate through the proper channel. If the verification reveals that your claim to belonging to OBC Category or non-creamy layer is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vii) यदि आप आर्थिक रूप से कमजोर वर्ग श्रेणी से संबंध रखते हैं तो आपको इस प्रकार (ईडब्ल्यूएस) के प्रमाणपत्र जारी करने के लिए अधिकारप्राप्त सक्षम प्राधिकारियों में से एक सूची परिशिष्ट VI (एमान्य ईडब्ल्यूएस प्रमाणपत्र केंद्र सरकार द्वारा /के द्वारा जारी हाल का [मे दी गई है ( परिशिष्ट) निर्धारित प्रारूप में VI में दी गई है] प्रस्तुत करना होगा इसके साथ ही ., आपकी नियुक्ति अनंतिम होगी तथा यह उचित माध्यम से ईडब्ल्यूएस प्रमाणपत्र के सत्यापन के अधीन होगी यदि . सत्यापन से यह पता चलता है कि ईडब्ल्यूएस से संबन्धित आपका दावा गलत है तो ऐसे झूठे भारतीय प्रमाणपत्र प्रस्तुत करने के लिए आपकी सेवा बिना कोई कारण बताए और आपके विरुद्ध दंड संहिता के प्रावधानों के अधीन कार्रवाई, जैसा बैंक उचित और उपयुक्त समझे, पर बिना कोई प्रतिकूल प्रभाव डाले तुरंत समाप्त कर दी जाएगी

In case you belong to Economically Weaker Section (EWS) Category, you shall produce a recent / valid EWS Certificate in the format, as prescribed by Central Government [given at **Appendix V**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the EWS Certificate through the proper channel. If the verification reveals that your claim to belonging to EWS is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (viii) कृपया नोट करें कि यदि आपका जाति प्रमाणपत्र (i) केन्द्र सरकार द्वारा निर्धारित उचित प्रारूप में न हो, (ii) आपके राज्य के लिए भारत सरकार की सूची में उल्लिखित जाति का नाम नहीं दर्शाता हो, (iii) उस पर जारी करने वाले कार्यालय / प्राधिकारी की मुहर न लगाई गयी हो, तो बैंक में आपकी नियुक्ति करने पर विचार नहीं किया जाएगा.

Please note that your joining in the Bank will not be considered in following cases: (i) your caste certificate is not in the format, as prescribed by Central Government (ii) your caste certificate does not contain the name of Caste as mentioned in the Central Government list for your state (iii) your caste certificate does not contain Seal of Issuing Office/Authority.



- (ix) यदि आप शारीरिक रूप से अक्षम (पीडब्ल्यूडी) हैं तो आपको सक्षम चिकित्सा प्राधिकारियों / चिकित्सा बोर्ड से इस प्रयोजन के लिए प्राप्त चिकित्सा प्रमाणपत्र निर्धारित फार्म में प्रस्तुत करना होगा (कृपया परिशिष्ट - III देखें)

If you are a Person with Disability (PWD), you shall produce valid Disability Certificate, in the prescribed format, issued by the Competent Medical Authorities/Medical Board [given at **Appendix III**].

- (x) आपको अपने वर्तमान नियोक्ता, यदि कोई है तो, से उचित कार्यमुक्ति संबंधी संतोषजनक प्रमाण प्रस्तुत करना होगा. (देखें परिशिष्ट -IV)

You should produce satisfactory evidence of having obtained proper release from your present employer, if any. (**Please see Appendix IV**).

7. संविदा आधार पर कार्यग्रहण के लिए रिपोर्ट करने के बाद बैंक को यदि आपके संबंध में निम्नानुसार रिपोर्ट/जानकारी मिलती है, तो आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं:

Please note that your contractual appointment is liable to be terminated without any notice or compensation in lieu thereof, if after your reporting for duty, the Bank receives:

- (i) यदि आपके द्वारा बताए गए संदर्भों की ओर से अथवा पुलिस जांच पर अथवा आपके पूर्ववर्ती नियोक्ता या नियोक्ताओं से प्रतिकूल रिपोर्ट प्राप्त होती है, अथवा

Any adverse report on police enquiry or from the references indicated by you, or from your previous employer(s), if any, or

- (ii) यदि ऐसी जानकारी प्राप्त होती है कि बैंक की सेवा में आने से पहले आपने कोई कदाचारपूर्ण कृत्य किया है, जो बैंक के मतानुसार आपको बैंक की सेवा के लिए अपात्र बना देता है.

Any information that you had prior to joining to Bank's service committed any act of misconduct which, in the opinion of the Bank renders you unfit to serve in the Bank.

- (iii) असंतोषजनक कार्य-निष्पादन सहित किंतु इसी तक सीमित नहीं, कारणों से सेवा की समाप्ति सहित आपके पूर्वनियोक्ता (नियोक्ताओं) (यदि कोई है) से कोई प्रतिकूल रिपोर्ट प्राप्त होती है.

Adverse report from your previous employer(s) (if any) including termination of service for reasons including but not limited to non-satisfactory performance only,

8. आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में कोई मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं.

Your appointment is also liable to be terminated forthwith without any notice or compensation in lieu of notice.



- (i) यदि आपके द्वारा प्रस्तुत घोषणा/विवरण/जानकारी किसी भी समय गलत या असत्य पाई जाती है अथवा कोई महत्वपूर्ण जानकारी छिपाई गयी पाई जाती है.

If any declaration/statement/information furnished by you is found to be false or untrue or if any material information is found to be suppressed by you.

- (ii) यदि आप संविदात्मक अवधि के दौरान बैंक को कोई सूचना दिए बिना लगातार दस दिनों तक इयूटी से अनुपस्थित रहते हैं तो यह समझा जाएगा कि आपने बैंक में अपना पद छोड़ दिया है. In the event of your remaining absent from the duties for a continuous period for ten days without any intimation to the Bank during the contractual period, you will be deemed to have vacated your post in the Bank.

9. आपको हिंदी का कार्यसाधक ज्ञान प्राप्त करना अनिवार्य है.

You must acquire working knowledge of Hindi.

10. किसी विसंगति के मामले में अंग्रेजी पाठ अभिभावी होगा.

In case of any discrepancies, the English version shall prevail.

भवदीय / Yours faithfully,



उप महा प्रबंधक / Deputy General Manager

(मानव संसाधन / Human Resources)

संलग्न : यथोक्त.

Encl. : As above.





**अनुबंध - 1 / ANNEXURE-1**

पूर्णतः संविदा आधार पर एकजीक्यूटिव के पद हेतु ऑफर पत्र  
के हिस्से के रूप में निबंधन व शर्तें

**Terms and conditions forming part of the offer letter for the post of  
Executive on purely contractual basis**

**(यह ऑफर पत्र का अभिन्न हिस्सा है /This forms integral part of offer letter)**

1. **कार्य की जिम्मेदारी** : आप फ्रंट/ बैंक ऑफिस के कार्यकलापों / कार्यों जैसे कि टेलर सेवा एकजीक्यूटिव / ग्राहक सेवा एकजीक्यूटिव / दस्तावेज एकजीक्यूटिव तथा शाखा बैंकिंग / परिचालन / बैंकएशुरेस में इसी प्रकार की अन्य भूमिकाओं के लिए और बैंक द्वारा अपने विवेकानुसार समय-समय पर दिए / सौंपे गए इस प्रकार के अन्य कार्यों के लिए प्राथमिक रूप में जिम्मेदार रहेंगे.

**Job responsibility:** Primarily responsible for front /back office activities/job functions like Teller Service Executives/Customer Service Executives/Document Executives and other roles of similar nature in branch banking/operations/ Bancassurance and such other jobs, which the Bank, in its sole discretion, may assign/entrust from time to time.

2. **संविदा की अवधि** : संविदा की प्रारंभिक अवधि संविदा आधार पर सेवा में आने की तारीख से 1 वर्ष के लिए होगी. बैंक संतोषजनक कार्य-निष्पादन, छुट्टी अभिलेख, नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना तथा अन्य मानदंडों, जो बैंक द्वारा स्वविवेकानुसार निर्धारित किए जाए, के आधार पर और रिक्तियों उपलब्ध होने पर अपने विवेकाधिकार से इस संविदा को वर्ष-दर-वर्ष आधार पर बढ़ा सकता है. इसके अलावा, बैंक संविदा को पुनः नवीकरण करने का अधिकार (कोई बाध्यता नहीं) अपने पास सुरक्षित रखता है. संविदा, बैंक में संविदात्मक सेवा में कार्यग्रहण की तारीख से तीन वर्ष से अधिक समय के लिए नवीकृत नहीं की जाएगी. किसी भी स्थिति में यह संविदा बैंक में नियमित रोजगार के लिए अथवा सेवा की संविदा के नवीकरण के लिए दावा करने का अधिकार प्रदान नहीं करेगा.

**Period of contract** : Initial period of contract would be for one year from the date of joining the contractual service. The Bank, at its sole discretion, may offer to renew the contract on year-to-year basis, subject to satisfactory performance, leave record, completion of assigned mandatory e-learning certifications within stipulated timelines and such other parameters or criteria as may be decided by the Bank at its sole discretion and also availability of vacancies. Further, the Bank reserves the right (and not an obligation) to further renew the contract. The contract shall not be renewed beyond a period of three years from the date of joining the contractual service in the Bank. Under no circumstances, the contract would confer any claim for regular employment in the Bank or for renewal of the contract of service.





3. **संविदा की समाप्ति :** यह संविदा बैंक द्वारा नवीकृत न करने की स्थिति में अपना समय पूरा होने पर स्वतः समाप्त हो जाएगी और बैंक के लिए यह आवश्यक नहीं होगा कि वह सेवाओं की समाप्ति के बारे में कोई औपचारिक आदेश जारी करे अथवा इस संबंध में कोई पूर्वसूचना दे. इस संविदा को कोई भी पक्ष एक महीने की लिखित पूर्वसूचना देकर समाप्त कर सकता है. बैंक सूचना अवधि के बदले में एक महीने का निर्धारित पारिश्रमिक देकर इस संविदा को तत्काल समाप्त करने का अधिकार अपने पास सुरक्षित रखता है. इस संविदा को समाप्त करने पर कोई क्षतिपूर्ति अदा नहीं किया जाएगा.

**Termination of contract:** The contract shall expire by efflux of time, if not renewed by the Bank and the Bank shall be under no obligation to issue a formal order of termination or to give any prior notice in this regard. The contract can also be terminated by either party by giving one month's prior written notice. The Bank reserves the right to terminate the contract with immediate effect by paying one month's fixed remuneration in lieu of the notice period. No compensation whatsoever is payable on termination of the contract.

4. **सेवा में शामिल करने की संभावना:** 3 वर्षों की संविदा सेवा के दौरान संतोषजनक कार्यनिष्पादन, छुट्टी रिकॉर्ड, ईआर क्लियरेंस पाए जाने पर और नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना और बैंक में रिक्तियां होने पर इस प्रकार से नियुक्त उम्मीदवार बैंक द्वारा निर्धारित चयन प्रक्रिया के माध्यम से ही सहायक प्रबंधक ग्रेड 'ए' (सहायक प्रबंधक) के रूप में बैंक की सेवा में लिए जा सकते हैं. केवल 3 वर्षों के लिए संविदा के नवीकरण से या संविदा आधार पर 3 वर्ष की सेवा पूरी करने से कोई उम्मीदवार सहायक प्रबंधक के रूप में बैंक की सेवा में लिए जाने के लिए पात्र नहीं माना जाएगा.

**Possibility of future appointment:** Subject to satisfactory performances, leave records, ER clearance during 3 (three) years of contractual services and completion of assigned mandatory e-learning certifications within stipulated timelines as also subject to availability of vacancies, such appointees would be eligible for appointment as Assistant Manager - Grade 'A' (AM) *only through a selection process as may be decided by the Bank*. Mere renewals of contract for 3 years or serving 3 years of contractual term shall not ipso-facto render an appointee eligible for appointment as AM.

5. **संविदा की अवधि में नियत पारिश्रमिक :** प्रारंभिक एक वर्ष के लिए रु.29,000/- प्रतिमाह का समेकित नियत पारिश्रमिक अदा किया जाएगा जिसमें से लागू नियमों के अंतर्गत सांविधिक कटौती/कटौतियों की जाएंगी. यदि बैंक इस संविदा का नवीकरण करता है तो उपर्युक्त समेकित नियत पारिश्रमिक को बढ़ाकर बैंक की सेवा में आने की तारीख से पहले वर्ष तथा दूसरे वर्ष के पूरा करने पर क्रमशः रु. 31,000/- प्रतिमाह और रु. 34,000/- प्रतिमाह कर दिया जाएगा. संविदा पर नियुक्त उम्मीदवार बैंक के पूर्णकालिक / अंशकालिक कर्मचारियों के लिये लागू अन्य किसी भत्ते (चिकित्सा सहित), परिलब्धियों, लाभों तथा अन्य सुविधाओं के लिए पात्र नहीं होंगे.

**Fixed remuneration during contractual period:** A consolidated fixed remuneration of Rs.29,000/- per month subject to statutory deduction/s under applicable laws will be paid for initial one year. If the Bank renews the contract, the above consolidated fixed remuneration will be increased to Rs. 31,000/- per month and Rs. 34,000/- per month on completion of the 1<sup>st</sup> year and 2<sup>nd</sup> year respectively



from the date of joining the Bank. The appointee shall not be entitled to any other allowances (including medical), perquisites, benefits and other facilities which are applicable to full time/part time permanent employees of the Bank.

#### 6. छुट्टी / Leave:

- (i) आनुपातिक आधार पर वर्ष में 20 (बीस) दिन की छुट्टियों पर विचार किया जाएगा. छुट्टी नकदीकरण का लाभ / की सुविधा उपलब्ध नहीं होगी. तथापि, संविदा की अवधि की समाप्ति / समाप्त किए जाने पर यदि कोई छुट्टी संचित है तो बैंक उसके नकदीकरण पर विचार करेगा तथा यह पूरी तरह बैंक के विवेकाधिकार पर निर्भर करेगा.

20 (twenty) days in a year on pro-rata basis will be considered. Benefit/facility of leave encashment will not be available. However, accumulation of leave, if any, at the end of contract/termination, would be considered for encashment at the sole discretion of the Bank.

- (ii) (क) एक्जिक्यूटिव/ नियुक्त कर्मचारी तीन वर्ष की अपनी पूरी संविदागत अवधि के दौरान अधिकतम छह माह की अवधि के लिए एक बार मातृत्व छुट्टी (एमएल) के लिए भी पात्र होंगी. वे प्रसव की अनुमानित तारीख से आठ सप्ताह पहले छुट्टी नहीं ले पाएंगी.

(a) Executives/Appointees are also eligible for Maternity Leave (ML) not exceeding six months only once during the entire contractual service period of three years. Not more than eight weeks shall precede the date of her expected delivery.

(ख) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि बैंक में ग्रेड 'ए' अधिकारी के रूप में उनकी नियुक्ति नहीं की गई है तो ऐसे एक्जिक्यूटिव की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं तथा संविदा की समाप्ति मातृत्व छुट्टी के समाप्त होने पर होगी.

(b) In case, where the Executive / Appointee has proceeded on ML in the third year and there is a situation wherein she is not appointed as an officer in Grade "A" in the Bank, the contract period of such executive would be extended beyond the contract last date up to the period she is on ML as per eligibility and the contract shall come to an end on expiry of ML.

(ग) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि वे बैंक में ग्रेड 'ए' अधिकारी के रूप में नियुक्ति के लिए लिखित परीक्षा और साक्षात्कार दोनों ही पास कर चुकी हैं तो ऐसे एक्जिक्यूटिव/ नियुक्त कर्मचारी की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं और ग्रेड 'ए' के रूप में नियुक्ति एक्जिक्यूटिव/ नियुक्त कर्मचारी द्वारा बैंक द्वारा निर्धारित अवधि के भीतर वापस इयूटी पर रिपोर्ट करने के बाद ही प्रभावी होगी तथा यह नियुक्ति अन्य पात्रता मानदंडों को पूरा करने के अधीन होगी.





(c) In case, where the Executive / Appointee has proceeded on ML in the third year of contract and there is a situation where she has cleared the written test and interview for appointment as officer in Grade "A" in the Bank, the contract period of such Executive / Appointee would also be extended beyond the contract last date up to the period she is on ML as per eligibility and the appointment as Grade "A" will be effective only after the Executive / Appointee reports back to duty within the period as may be prescribed by the Bank and also subject to satisfying other eligibility criteria.

- (iii) कोई अन्य प्रकार की छुट्टी अनुमत/ स्वीकार्य नहीं है. कोई अन्य अनुपस्थिति मासिक क्षतिपूर्ति (निर्धारित पारिश्रमिक) से कटौती के अधीन होगी.

No other type of leave is permissible / admissible. Any other absence will result in pro-rata deductions from monthly compensation (Fixed remuneration).

7. **यात्रा/ विराम भत्ता :** बैंक के मौजूदा नियमों के अनुसार ही यात्रा / विराम भत्ता अदा किया जाएगा.

**Travelling/Halting Allowance:** The Travelling/Halting Allowance will be paid as per the extant Rules of the Bank.

8. **अधिवर्षिता लाभ :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है. नियुक्त उम्मीदवार किसी भी प्रकार के अधिवर्षिता लाभ के लिए पात्र नहीं होगा. यह स्पष्ट किया जाता है कि नियुक्त उम्मीदवार किसी उपदान, भविष्य निधि अथवा पेंशन संबंधी लाभ पाने के लिए हकदार नहीं होगा. बाद में यदि नियुक्त उम्मीदवार को बैंक की नियमित पूर्णकालिक सेवा (सहायक प्रबंधक) में शामिल किया जाता है तो उनके द्वारा संविदा के आधार की गई सेवा अवधि की गणना अधिवर्षिता लाभ के लिए शामिल नहीं की जायेगी.

**Superannuation benefits:** The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service of 1, 2 and/or 3 years would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee (Assistant Manager) at a later stage.

9. **नयी पेंशन योजना (एनपीएस) में पात्रता:** एकजीक्यूटिव के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक लिनिई पेंशन योजना (आईबीएलएनपीएस) नियमावली,के अंतर्गत 2011 निर्धारित अंशदान पेंशन योजना द्वारा, समय समय पर यथा संशोधितअनुसार अशोधित/, शासित होगी.

**Coverage under New Pension Scheme (NPS):** During the Contractual Period with IDBI Bank as an Executive, the appointee shall be governed by Defined Contribution Pension Scheme under IDBI Bank Ltd New Pension Scheme (IBLNPS) Rules, 2011, as amended/ modified from time to time.

10. **वरिष्ठता :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है. इसीलिए इसके अंतर्गत नियुक्त उम्मीदवारों की कोई परस्पर वरिष्ठता सूची नहीं होगी.

**Seniority:** The engagement being purely on contractual basis, the appointee will not have any inter-se seniority.

11. **प्रशिक्षण:** नियुक्त उम्मीदवार को बैंक द्वारा समय-समय पर निर्धारित प्रशिक्षण प्राप्त करना होगा.



**Training:** The appointee will be required to undergo such training as may be prescribed by the Bank from time to time.

12. **आचरण और अनुशासन :** नियुक्त उम्मीदवार पर आईडीबीआई लि. अधिकारी आचरण नियमावली, 2006 और आईडीबीआई लि. अधिकारी अनुशासन और अपील नियमावली, 2006 लागू होगी.

**Conduct and discipline:** The appointee shall be governed by IDBI Ltd. Officers' Conduct Rules, 2006 and IDBI Ltd. Officers' Discipline & Appeal Rules, 2006.

13. **दुर्घटना बीमा सुरक्षा:** "एक्जीक्यूटिव" के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक कर्मचारी समूह जीवन बीमा योजना द्वारा शासित होगी.

**Accidental Insurance Cover:** During the Contractual Period as an "Executive" with IDBI Bank the appointee shall be covered under IDBI Bank Employees' Group Life Insurance Scheme.

14. **दुर्घटना बीमा सुरक्षा:** संविदा अवधि के दौरान आप फ्लोटर मेडीक्लेम जीवन बीमा के रूप में चिकित्सा सुविधा हेतु पात्र होंगे.

**Reimbursement towards medical:** The appointee during the Contractual Period shall be eligible for Medical Facilities in the form of Floater Mediciam Insurance.

15. **अन्य लाभ :** बैंक की मौजूदा नीतियों और बैंक द्वारा समय-समय पर जारी किए गए परिपत्रों के अनुसार एक्जीक्यूटिव (संविदा पर) को अनुमत कोई अन्य लाभ / सुविधाएं / परिलब्धियां दी जाएंगी.

**Other benefits:** They will be extended with any other benefits / facilities / perquisites as admissible to Executives (on contract) as per the extant policies and circulars issued from time to time by the Bank.

16. **अन्य मामले :** बैंक का निर्णय अंतिम तथा बाध्यकारी होगा.

**Residuary Matter :** The decision of the Bank shall be final and binding.

**टिप्पणी :** किसी प्रकार की अस्पष्टता के मामले में अंग्रेजी पाठ अभिभावी होगा.

**Note :** In case of any ambiguity, the English version will prevail.

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**अनुबंध II / ANNEXURE II**

**एक्जीक्यूटिव पद के लिए पात्रता मानदंड /Eligibility criteria for the post of Executive**

Sr.No.	Particulars	Eligibility Criteria for the candidates appearing for campus placement												
1.	Educational Qualifications	Commerce Graduate (B.Com) / Management Graduate (BBA / BBM) / Bachelor of Management Studies (BMS) with minimum of 60 % percent marks (55% for SC/ST) in aggregate of all 3 years / semesters.												
2.	Age (as on the cut-off date November 1, 2020)	<p>Minimum : 20 years and Maximum : 25 years i.e. candidate should have been born not earlier than 02.11.1995 and not later than 01.11.2000 (both dates inclusive)</p> <p>Relaxation in upper age limit:</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Category</th> <th>Age Relaxation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SC/ST</td> <td>5 years</td> </tr> <tr> <td>2.</td> <td>OBC (Non Creamy Layer)</td> <td>3 years</td> </tr> <tr> <td>3.</td> <td>PWD</td> <td>10 years</td> </tr> </tbody> </table>	Sr.No.	Category	Age Relaxation	1.	SC/ST	5 years	2.	OBC (Non Creamy Layer)	3 years	3.	PWD	10 years
Sr.No.	Category	Age Relaxation												
1.	SC/ST	5 years												
2.	OBC (Non Creamy Layer)	3 years												
3.	PWD	10 years												
3.	Selection Process	Selection process would comprise of Group Discussion (GD) and Personal Interview (PI) of the candidates qualified in GD.												
4.	Other Requirements	<p>Appointment of the candidate is subject to their passing the examination of the relevant course in the first attempt i.e. they should have completed the course within the academic session (2018-21) failing which the offer of IDBI Bank would stand automatically withdrawn/cancelled.</p> <p>Applicable guidelines in respect of reservation would be followed.</p> <p>The candidate shortlisted in PI would undergo pre-recruitment medical checkup and their appointment in the Banks service is subject their being found Medically fit.</p>												



अनुबंध / ANNEXURE - III

नियुक्ति / कार्यग्रहण के लिए रिपोर्ट करते समय  
लाये जाने वाले प्रमाणपत्र तथा उनकी अनुप्रमाणित प्रतिलिपियां  
Certificates and attested copies thereof to be brought at  
the time of reporting for appointment/joining

1. आयु के सबूत का प्रमाणपत्र - स्कूल छोड़ने का प्रमाणपत्र और एस.एस.सी. प्रमाणपत्र या जन्म प्रमाणपत्र.  
Certificates in proof of age - School Leaving Certificate or S.S.C. Certificate or birth certificate.
2. स्नातक और स्नातकोत्तर स्तर के लिए विश्वविद्यालय/संस्था द्वारा दिये गये डिग्री प्रमाणपत्र/अनंतिम डिग्री प्रमाण पत्र.  
Degree Certificates/Provisional Degree Certificates awarded by University/Institutes for graduate and post-graduate level.
3. एस.एस.सी., एच.एस.सी., स्नातक और स्नातकोत्तर परीक्षा की अंक सूचियां (वर्ष वार और सेमेस्टर वार की सभी अंक सूची).  
Marksheet of S.S.C., H.S.C., Graduation Degree(s) and post graduation. (individual marksheet for all years or all semesters)
4. सक्षम प्राधिकारी से जाति प्रमाणपत्र - (एससी/एसटी/ओबीसी उम्मीदवारों के मामले में), फॉर्मेट संलग्न (परिशिष्ट I और II)  
Caste Certificate from a competent authority - (in the case of SC/ST/OBC candidates). Format enclosed (Appendix I and Appendix II).
5. सक्षम प्राधिकारी से चिकित्सा प्रमाणपत्र (शारीरिक रूप से विकलांग उम्मीदवारों के लिए), फॉर्मेट संलग्न (परिशिष्ट III)  
Medical Certificate from the Competent Authority (in case of person with disabilities) Format enclosed (Appendix III).
6. अनुभव प्रमाणपत्र में (क) कार्यग्रहण की तारीख (ख) कार्यग्रहण के समय पदनाम (ग) अधिकारी के पद पर पदोन्नति की तारीख (यदि अधिकारी के रूप में कार्यग्रहण न किया गया हो ) (घ) आवेदन पत्र में दिए गए अनुसार सभी पिछले नियोक्ताओं तथा वर्तमान नियोक्ता से सेवात्याग / कार्यमुक्त होने की तारीख और संगठन छोड़ते समय पदनाम का स्पष्ट उल्लेख होना चाहिए. अनुभव प्रमाणपत्र संगठन के सक्षम प्राधिकारी/एचआरडी द्वारा जारी होना चाहिए.  
Experience certificate should clearly indicate (a) date of joining, (b) designation at the time of joining, (c) date of promotion to the post of an officers (if initially joined as other than an officer), (d) date of leaving / relieving and designation at the time of leaving the organization from all the previous, as also present employer as indicated in the application form. Experience certificate should be issued by the competent authority/HRD of the organization.
7. वर्तमान नियोक्ता से कार्यमुक्त होने का प्रमाणपत्र (नियुक्ति के समय प्रस्तुत किया जाए). यदि लागू हो.  
Original relieving certificate from the present employer (To be produced at the time of appointment), if applicable.
8. पासपोर्ट आकार के हाल के दो फोटोग्राफ  
Two copies of recent passport size photograph.
9. यदि उम्मीदवार के विभिन्न प्रमाणपत्रों में उनके नाम की वर्तनी अलग-अलग है तथा/या उम्मीदवार का नाम उसके प्रमाणपत्रों में पद के लिए बैंक के पास प्रस्तुत आवेदन फार्म में वर्णित नाम से अलग है तो विधिवत् स्टाम्पित (जहां शपथ ली जा रही है वहां के स्थानीय स्टाम्प अधिनियम के

प्रावधानों के अनुसार) तथा नोटरी या सरकार द्वारा नियुक्त विशेष कार्यकारी मजिस्ट्रेट या आयुक्त के समक्ष निष्पादित शपथ-पत्र.

An affidavit duly stamped (as per the provisions of the local Stamp Act where affidavit is being sworn) and executed before a Notary or Special Executive Magistrate or Commissioner appointed by the Govt. If there is a variation in the candidate's name spelt out in his/her various certificates/testimonials **and/or** If the candidate's name as appearing in his/her certificates/testimonials differs from the name that is indicated in the Bank's application form for the post.

10. दो रेफरी प्रमाणपत्र (सभी मूल प्रति में)  
Two Referee certificates (all in original).

.....



APPENDIX I  
**Form of Caste Certificate**

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his/her claim

1. This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of \_\_\_\_\_ the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* under :
- The Constitution (Scheduled Castes) Order, 1950;
  - The Constitution (Scheduled Tribes) Order, 1950;
  - The Constitution (Scheduled Castes) (Union Territories) Order, 1951;
  - The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;
- (as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956; the Bombay Reorganization Act, 1960; The Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971, the (Constitution) Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; the Constitution (Scheduled Tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled Tribes) Order Amendment Act, 1991; and the Constitution (Scheduled Tribes) Order Second Amendment Act, 1991)
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
  - The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
  - The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
  - The Constitution (Pondicherry) Scheduled Castes Order, 1964;
  - The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
  - The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
  - The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
  - The Constitution (Nagaland) Scheduled Tribes Order, 1970;
  - The Constitution (Sikkim) Scheduled Castes Order, 1978;
  - The Constitution (Sikkim) Scheduled Tribes Order, 1978;
  - The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
  - The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

2. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ -and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/division\* of the State/Union Territory\* of \_\_\_\_\_

Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
(With seal of office)

Place \_\_\_\_\_ State \_\_\_\_\_  
Date \_\_\_\_\_ Union Territory \_\_\_\_\_

Note: The form "Ordinarily resides" used here will have the same meaning in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words, which are not applicable.  
No. F.101/30/94-SCT (B) dated 10.4.1995





APPENDIX I (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- 1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- 2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar
- 4) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

**Note:-**

- |  |   |
|--|---|
| No.7/7/00-SCT (B)<br>dated 11.6.1990       | 1) In so far as the Scheduled Tribes community Tamil Nadu is concerned the certificate given by the Revenue Divisional Officer Instead of Tehsildar should only be accepted.  |
| No.F.1/22/95-SCT (B)<br>dated 20.11.1995   |   |
| F.No.102/9/2/87-SCT (B)<br>dated 10.3.1988 | 2) Caste certificates issued by Mandal Revenue Officers in Andhra Pradesh may be accepted as they are equivalent to the status of Tehsildar.  |
| No.101/2/91-SCT (B)<br>dated 2.12.1991     | 3) Collector, South 24-Paraganas having his jurisdictions besides in South 24-Praganas over the entire area covered by the 35 Police stations under the jurisdiction of Commissioner of Police, Calcutta is empowered to issue SC/ST certificate to the applicants who and whose families ordinarily reside within the area covered by 35 Police Stations under the jurisdiction of Commissioner of Police, Calcutta. |
| No.101/5/89-SCT (B)<br>dated 23.3.1990     | 4) In the State of Karnataka only, the clarification regarding Caste status of Korava/Koravi community may be referred to Inspector General of Police, CID CRE Cell Bangalore for Investigation and report. There is no need to make any separate reference to the Magistrate of the District concerned in such cases.  |
| No.7/18/89-SCT (B)<br>dated 26.3.1990      | 5) The SC/ST certificates issued by the Gazetted Officers, Members of Legislative Assemblies, Members of Parliament, District Organisers, District Welfare Officers etc. cannot be accepted for the purpose of employment in the Bank.  |
| F.No.1/15/81-SCT (B)<br>dated 19.2.198     |   |
| No.101/11/90-SCT (B)<br>dated 26.3.1990    | 6) Judicial Magistrates are not authorized to issue SC/ST certificates.   |



APPENDIX – II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that \_\_\_\_\_ son of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated 10th September, 1993, published in the Gazette of India, Extraordinary Part – I, Section 1, No.186, dated the 13th September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No.12011/44/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/95-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri \_\_\_\_\_ and/or his family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M. No.36012/22/93-Estt.(SCT), dated 8.9.1993.

Signature,  
(Name & Designation Date of the Issuing authority)

Seal

\*Strike out whichever is not applicable.

NB - (a) The term 'Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of the People's Act, 1950.



APPENDIX – II (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/first Class Stipendiary Magistrate Sub-Divisional magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Stipendiary Magistrate)
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tehsildar; and
- iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



APPENDIX III

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL \_\_\_\_\_

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

DISABILITY CERTIFICATE

This is to certify that Shri / Smt / Kum \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
 sex \_\_\_\_\_ identification mark (s) \_\_\_\_\_ is suffering from permanent  
 disability of following category :



- A. Locomotor or cerebral palsy:
- (i) BL-Both legs affected but not arms
  - (ii) BA-Both arms affected
  - (iii) BLA-Both legs and both arms affected
  - (iv) OL-One leg affected (right or left)
  - (v) OA-One arm affected
  - (vi) BH-Stiff back and hips (Cannot sit or stoop)
  - (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision:
- (i) B-Blind
  - (ii) PB-Partially Blind
- C. Hearing Impairment:
- (i) D-Deaf
  - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive /likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Sh./Smt./Kum \_\_\_\_\_meets the following physical requirements for discharge of his/her duties.

- |   |        |
|---|--------|
| (i) F-can perform work by manipulating with fingers | Yes/No |
| (ii) PP-can perform work by pulling and pushing.    | Yes/No |
| (iii) L-can perform work by lifting.                | Yes/No |
| (iv) KC-can perform work by kneeling and crunching. | Yes/No |
| (v) B-can perform work by bending.                  | Yes/No |
| (vi) B-can perform by sitting.                      | Yes/No |
| (vii) ST-can perform work by standing.              | Yes/No |
| (viii) W-can perform work by walking.               | Yes/No |
| (ix) SE-can perform work by seeing.                 | Yes/No |
| (x) H-can perform work by hearing/speaking          | Yes/No |
| (xi) RW-can perform work by reading and writing.    | Yes/No |

(Dr. \_\_\_\_\_) (Dr. \_\_\_\_\_)

Member  
Medical Board

Member  
Medical Board

(Dr. \_\_\_\_\_)

Chairperson  
Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Strike out which is no applicable.





APPENDIX IV

EXPERIENCE CERTIFICATE  
(ON LETTER HEAD OF THE COMPANY/ ORGANIZATION)

This is to certify that Shri/Smt/Kum..... joined the services of the organization as .....(Designation/post held) on .....(Date of Joining). We confirm that the said post belongs to officer/manAGERIAL cadre. His/her subsequent promotions, with period of service, if any, are as under. (List out)

- 
- 
- 
- 
- 

His/her resignation has been accepted and he/she stands relieved from the services of the Organization at the close of the office hours on ..... (Date of Relieving)

Name .....

Designation & Department.....

.....

Rubber Stamp

Date:

Place:

**Note:**

The certificate should be issued by the competent authority on the letterhead of the company /organisation and also a copy of offer letter from the said company/organization should be attached with the same for submission to the Bank.



परिशिष्ट/ Appendix V

रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES

रेफरी/ Referee No: 1

- I. उम्मीदवार का नाम  
Name of the Candidate
- II. आवेदित पद  
Applied for the post of
1. क्या उम्मीदवार आपके परिचित है? Is the candidate known to you?      हाँ / Yes      नहीं / No
2. यदि हाँ, तो कृपया अवधि बताएं.  
If so, kindly state the period      वर्ष      महीने  
Years      Months
3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या, उन्हें कभी, गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.
4. क्या आप उम्मीदवार के परिवार को जानते हैं?  
Is the family of the candidate known to you?
5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law?
6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.  
Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution?
7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you?  
मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :  
नाम/Name :  
पद/Post :  
पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :



**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

**रेफरी/ Referee No: 2**

- I. उम्मीदवार का नाम  
Name of the Candidate
- II. आवेदित पद  
Applied for the post of
1. क्या उम्मीदवार आपके परिचित हैं? Is the candidate known to you? :      **हाँ / Yes**      **नहीं / No**
2. यदि हाँ, तो कृपया अवधि बताएं.  
If so, kindly state the period :      **वर्ष**      **महीने**  
Years      Months
3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या उन्हें कभी गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.
4. क्या आप उम्मीदवार के परिवार को जानते हैं?  
Is the family of the candidate known to you?
5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?  
Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law?
6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.  
Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution?
7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you?  
मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

**I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.**

हस्ताक्षर/Signature :  
नाम/Name :  
पद/Post :  
पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :





CIN: L65190MH2004GC1148938

अधिकृत विभाग  
बैंक का कार्यालय: अतिरिक्त कार्यालय  
सुभाष नगर, अहमदाबाद  
सूची-400 008  
फ़ोन: (+91 22) 6655 3355, 2218 9111  
फैक्स: (+91 22) 2218 0411  
वेबसाइट: www.idbibank.in

IDBI Bank Ltd.  
Regd. Office: IDBI Tower,  
WTC Complex, Cuffe Parade,  
Mumbai - 400 005  
Tel: (+91 22) 6655 3355, 2218 9111  
Fax: (+91 22) 2218 0411  
Website: www.idbibank.in

एचआरडी सं. 2378 / रेक.एक्जीक्यूटिव/- KBPIMR  
HRD No.2378 /Rec.Executive/- KBPIMR

November 09, 2021

Khushboo Umesh Saraf  
330  
Guruwarpeth  
Satara City  
Satara  
Maharashtra

Applicant No: 326510

महोदया/प्रिय महोदय  
Madam/Dear Sir,

**एक्जीक्यूटिव की भर्ती**  
**Campus Recruitment 2020-21 – Executive (On Contract)**

With reference to the interviews held for the captioned post, the bank is pleased to offer you the post of Executive in the Bank, on purely contractual basis, for an initial period of one year from the date of joining in the Bank. Detailed terms and conditions governing your appointment are given in **Annexure-I**, which forms an integral part of this letter.

This offer is subject to the following Terms and conditions and you meeting the eligibility criteria as communicated to your institute prior to conducting the Interviews, including passing of the requisite Graduate degree in the first attempt and submission of a degree certificate to that effect.

2. कृपया आप "एक्जीक्यूटिव की भर्ती - २०२१ आवेदक सं. (326510) विषय लिखकर [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in) पत्र के सभी शर्तों एवं निबंधनों के बारे में अपनी पूर्ण और बिना शर्त स्वीकृति सूचित करें. कृपया नोट करें कि उपर्युक्त प्रस्ताव पत्र की स्वीकृति की सूचना यथासंभव शीघ्र, किंतु किसी भी स्थिति में दिनांक **November 11, २०२१** को 18.00 बजे तक भेजी जाए. ऐसा न होने पर उपर्युक्त प्रस्ताव स्वतः ही समाप्त हो जाएगा. यह स्पष्ट किया जाता है कि स्वीकृति की जानकारी देने / सूचित करने के लिए और अधिक समय प्रदान करने के किसी अनुरोध को बैंक द्वारा स्वीकार नहीं किया जाएगा और बैंक आपके साथ किसी भी प्रकार का कोई पत्राचार नहीं करेगा.

Rayat Shikshan Sanstha's  
Karmaveer Bheerao Patil Institute Of  
Management Studies & Research Satara  
Inward No 286  
Date - 11/11/2021

Dr. S. S. Bhalerao  
placement cell  
11/11/2021



Please convey your absolute and unconditional acceptance of all the terms and conditions of this offer letter through e-mail to [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in), mentioning subject as "Recruitment of Executive - Campus 2021 Applicant No. (326510)". Please note that the communication of the acceptance of the offer letter may be sent to us on or before **November 11, 2021** latest by 18:00 hours, failing which, the aforesaid offer shall lapse automatically. It is clarified that, no request for grant of further time for conveying/communicating the acceptance to the Bank shall be considered and the Bank shall not enter into any correspondence whatsoever with you.

### 3. दस्तावेजों, कार्यग्रहण किट आदि प्रस्तुत करने के लिए रिपोर्ट करना

आपको आरंभ में अपने दस्तावेजों के सत्यापन और कार्यग्रहण औपचारिकताओं को पूरा करने के लिए हमारे **IDBI Bank Ltd, IDBI Bank Ltd, CFM Building, Old MIDC, Godoli, Satara, Maharashtra** में रिपोर्ट करना होगा. आपको अनुबंध- III में किए गए उल्लेख के अनुसार सभी दस्तावेज (मूल तथा अनुप्रमाणित जिरॉक्स प्रतियाँ) अपने साथ लाने होंगे. यदि आपके दस्तावेज ठीक नहीं पाए गए तो आपको उचित दस्तावेजों के साथ फिर से **IDBI Bank Ltd, IDBI Bank Ltd, CFM Building, Old MIDC, Godoli, Satara, Maharashtra** को रिपोर्ट करना होगा. कृपया नोट करें कि पैन कार्ड, पासपोर्ट, मतदाता पहचान पत्र, ड्राइविंग लाइसेन्स, आधार कार्ड आदि के रूप में एक फोटो पहचान पत्र अपने साथ लाना है.

#### Reporting for submission of documents, Joining kit, etc.

You will have to report initially at our **IDBI Bank Ltd, IDBI Bank Ltd, CFM Building, Old MIDC, Godoli, Satara, Maharashtra** for verification of the documents and completion of your joining formalities. You will have to carry all the documents (original as well as attested Xerox copies) as mentioned at Annexure - III. In case, your documents are not found to be in order, you will have to report again to **IDBI Bank Ltd, IDBI Bank Ltd, CFM Building, Old MIDC, Godoli, Satara, Maharashtra** along with proper documents. Please note to carry a photo identity such as PAN Card, Passport, Voters ID Card, Driving License, Aadhaar card etc.

4. आपको प्रारंभ में निम्नलिखित बैंक के प्रधान कार्यालय / शाखा कार्यालय - **IDBI Bank Ltd, IDBI Bank Ltd, CFM Building, Old MIDC, Godoli, Satara, Maharashtra** (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 567 Proposed Position -Customer Service Executive.RBG.) में तैनात किया जाएगा. कृपया नोट करें कि आपको बैंक के निर्णय के अनुसार इसके किसी भी कार्यालय में पदापित किया जा सकता है और इसके किसी भी विभाग/ वर्टिकल में या इसकी किसी सहायक/सहयोगी संस्थाओं की कारोबारी इकाइयों में कार्य काम करना होगा. साथ ही आपको समय-समय पर बैंक के लागू नियमों के अनुसार भारत/ विदेश में किसी भी स्थान पर स्थानांतरित किया जा सकता है.

Initially you will be posted at **IDBI Bank Ltd, Head Office/Branch - IDBI Bank Ltd, IDBI Bank Ltd, CFM Building, Old MIDC, Godoli, Satara, Maharashtra**(Org- RB Branch Banking Vertical - Retail Banking SOL ID: 567 Proposed Position -Customer Service Executive.RBG. ). Please note that the Bank reserves the right to post you in any of the offices of the Bank and to work in any of its departments/verticals or offices/business units of its subsidiaries/associate institutions, as the Bank may decide. You will also be liable for transfer to any place in India/abroad, as the Bank may decide, in terms of the applicable rules of the Bank, prevailing from time to time.



आपको किसी ऐसे दूसरे संगठन में सेवा के लिए ऐसी अवधि और निबंधनों एवं शर्तों पर प्रतिनियुक्त किया जा सकता है जो बैंक द्वारा समय-समय पर निर्धारित की जाएं.

You will be liable to be deputed to serve in any other organisation in any manner whatsoever, for such duration and on such terms and conditions as the Bank may decide.

5. कृपया कार्यग्रहण औपचारिकताओं को पूरा करने के लिए ऑफर पत्र के पैरा 3 में निर्दिष्ट किए गए अनुसार स्थान पर **November 15, 2021** को रिपोर्ट करें.

Please report for completing joining formalities on November 15, 2021 to the place indicated in Para 3 of the offer letter.

6. **नियुक्ति के लिए पूर्व शर्तें**  
**Pre conditions for appointment**

तथापि, संविदा आधार पर आपकी यह नियुक्ति इन शर्तों पर होगी :

Your contractual appointment is, however, subject to:

(i) आपको उम्र और शैक्षणिक अर्हता के संबंध में पात्रता मानदंडों को निर्दिष्ट को पूरा करना होगा. (कृपया अनुबंध II देखें).

Your fulfilling the eligibility criteria regarding age and educational qualification respectively as specified in **Annexure II**.

(ii) बैंक में कार्यग्रहण करने के समय आपको डाक्टरी रूप से उपयुक्त होना चाहिए.

You should be medically fit at the time of joining the Bank's services.

(iii) ऐसे डाक्टरी जांच के संबंध में आपके द्वारा चिकित्सा जांच पर किये गये खर्च की प्रतिपूर्ति आपको, बैंक की सेवा में शामिल होने के एक महीने के भीतर मूल चिकित्सा बिलों को प्रस्तुत करने पर की जाएगी.

The expenditure incurred on medical tests by you in connection with medical examination will be reimbursed to you subject to production of original medical bills within one month of joining the Bank.

(iv). संविदा आधार पर इयूटी पर कार्यग्रहण के लिए रिपोर्ट करते समय आपको अपनी आयु, शैक्षणिक योग्यता, अनुभव, यदि कोई है (कार्यमुक्ति, अनुभव प्रमाणपत्र) संबंधी मूल प्रमाण-पत्र तथा उनकी अनुप्रमाणित सत्य प्रतिलिपियां भी प्रस्तुत करनी होगी (देखें अनुबंध-III). कृपया आप संलग्न फार्मेट में 2 संदर्भ (रेफरी) प्रमाणपत्र भी प्रस्तुत करें. (कृपया परिशिष्ट V देखें).

You shall produce at the time of reporting for contractual duty all the certificates in original regarding your age, educational qualifications, experience, if any (relieving, experience certificates) together with attested true copies thereof. (Please see **Annexure III**). You are advised to furnish two Reference Certificates, in the format enclosed. (Please see Appendix V).





- (v) यदि आप अनुसूचित जाति / अनुसूचित जनजाति के सदस्य हैं तो आपको जाति संबंधी प्रमाण-पत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों में से किसी एक प्राधिकारी [(परिशिष्ट I (क) में सूची दी गई है)] से केन्द्र सरकार द्वारा निर्धारित फॉर्मेट (परिशिष्ट- I में दिये गये अनुसार) में अनुसूचित जाति / जनजाति संबंधी प्रमाणपत्र प्रस्तुत करना होगा. यदि आप अनुसूचित जाति / जनजाति श्रेणी के सदस्य हैं और भविष्य में आपके धर्म में कोई परिवर्तन होता है तो उसकी तत्काल सूचना बैंक को देना नोट करें. इसके अलावा आपकी नियुक्ति अनंतिम है और जाति / जनजाति की सदस्यता का उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन में इस बात का पता चलता है कि अनुसूचित जाति / अनुसूचित जनजाति से संबंधित आपका दावा असत्य है तो आपकी सेवाएं कोई कारण दिये बिना तत्काल समाप्त की जाएंगी. बैंक आपके विरुद्ध ऐसी कार्रवाई करने का अधिकार अपने पास सुरक्षित रखता है जिसे वह ऐसा झूठा प्रमाणपत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के प्रावधानों के अधीन उचित या उपयुक्त समझे.

If you are a member of Scheduled Caste (SC) / Scheduled Tribe (ST), you shall produce Caste/Tribe Certificate in the format, as prescribed by Central Government [given at **Appendix I**] from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix I (a)**]. If you are a member of SC / ST category, you should note to intimate to the Bank forthwith, in case, there shall be a change in your religion, in future. Further, your appointment will remain as provisional and subject to verification of your Caste / Tribe Certificate, through proper channel. Your services will be liable to be terminated forthwith without assigning any reason, in case, the verification reveals that your claim for belonging to SC / ST Category is false. The Bank also reserves its right to take such further action against you, as it may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vi) यदि आप अन्य पिछड़े वर्ग (ओबीसी) से हैं तो आपको ओबीसी प्रमाणपत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों [सूची परिशिष्ट II (क) में दी गई है] से प्राप्त हालिया तारीख का / वैध ओबीसी प्रमाणपत्र (आपके क्रीमी लेयर से न होने के विशेष उल्लेख के साथ) केन्द्र सरकार द्वारा निर्धारित प्रारूप (परिशिष्ट II में दिया गया) में प्रस्तुत करना होगा. इसके अलावा आपकी नियुक्ति अनंतिम है और समुदाय / जाति प्रमाणपत्र के उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन से पता चलता है कि ओबीसी से आपकी संबद्धता का दावा या आपके क्रीमी लेयर से न होने का आपका दावा गलत है तो आपकी सेवाएं बिना कोई कारण बताए तथा आपके विरुद्ध ऐसी कार्रवाई, जो बैंक ऐसे झूठे प्रमाणपत्र के प्रस्तुतीकरण के लिए भारतीय दंड संहिता के प्रावधानों के अंतर्गत उचित या उपयुक्त समझे, पर कोई प्रतिकूल प्रभाव डाले बिना तत्काल समाप्त कर दी जाएंगी.

In case you belong to Other Backward Class (OBC) Category, you shall produce a recent / valid OBC Certificate (with Clause relating to non-creamy layer), in the format, as prescribed by Central Government [given at **Appendix II**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the Community /Caste Certificate through the proper channel. If the verification reveals that your claim to belonging to OBC Category or non-creamy layer is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to



such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vii) यदि आप आर्थिक रूप से कमजोर वर्ग श्रेणी से संबंध रखते हैं तो आपको इस प्रकार (ईडब्ल्यूएस) प्रमाणपत्र जारी करने के लिए अधिकारप्राप्त सक्षम प्राधिकारियों में केें से एक सूची परिशिष्ट VI (एमान्य ईडब्ल्यूएस प्रमाणपत्र केंद्र सरकार द्वारा /के द्वारा जारी हाल का [में दी गई है ( परिशिष्ट] निर्धारित प्रारूप में VI में दी गई है] प्रस्तुत करना होगा। इसके साथ , आपकी नियुक्ति अनंतिम होगी तथा यह उचित माध्यम से ईडब्ल्यूएस प्रमाणपत्र के सत्यापन के अधीन होगी। यदि सत्यापन से यह पता चलता है कि ईडब्ल्यूएस से संबंधित आपका दावा गलत है तो ऐसे झूठे प्रमाणपत्र प्रस्तुत करने के लिए आपकी सेवा बिना कोई कारण बताए और आपके विरुद्ध भारतीय दंड संहिता के प्रावधानों के अधीन कार्रवाई, जैसा बैंक उचित और उपयुक्त समझे, पर बिना कोई प्रतिकूल प्रभाव डाले तुरंत समाप्त कर दी जाएगी

In case you belong to Economically Weaker Section (EWS) Category, you shall produce a recent / valid EWS Certificate in the format, as prescribed by Central Government [given at **Appendix V**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the EWS Certificate through the proper channel. If the verification reveals that your claim to belonging to EWS is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (viii) कृपया नोट करें कि यदि आपका जाति प्रमाणपत्र (i) केन्द्र सरकार द्वारा निर्धारित उचित प्रारूप में न हो, (ii) आपके राज्य के लिए भारत सरकार की सूची में उल्लिखित जाति का नाम नहीं दर्शाता हो, (iii) उस पर जारी करने वाले कार्यालय / प्राधिकारी की मुहर न लगाई गयी हो, तो बैंक में आपकी नियुक्ति करने पर विचार नहीं किया जाएगा.

Please note that your joining in the Bank will not be considered in following cases: (i) your caste certificate is not in the format, as prescribed by Central Government (ii) your caste certificate does not contain the name of Caste as mentioned in the Central Government list for your state (iii) your caste certificate does not contain Seal of Issuing Office/Authority.

- (ix) यदि आप शारीरिक रूप से अक्षम (पीडब्ल्यूडी) हैं तो आपको सक्षम चिकित्सा प्राधिकारियों / चिकित्सा बोर्ड से इस प्रयोजन के लिए प्राप्त चिकित्सा प्रमाणपत्र निर्धारित फार्म में प्रस्तुत करना होगा (कृपया परिशिष्ट - III देखें)

If you are a Person with Disability (PWD), you shall produce valid Disability Certificate, in the prescribed format, issued by the Competent Medical Authorities/Medical Board [given at **Appendix III**].





- (x) आपको अपने वर्तमान नियोक्ता, यदि कोई है तो, से उचित कार्यमुक्ति संबंधी संतोषजनक प्रमाण प्रस्तुत करना होगा. (देखें परिशिष्ट -IV)

You should produce satisfactory evidence of having obtained proper release from your present employer, if any. (Please see Appendix IV).

7. संविदा आधार पर कार्यग्रहण के लिए रिपोर्ट करने के बाद बैंक को यदि आपके संबंध में निम्नानुसार रिपोर्ट/जानकारी मिलती है, तो आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं:

Please note that your contractual appointment is liable to be terminated without any notice or compensation in lieu thereof, if after your reporting for duty, the Bank receives:

- (i) यदि आपके द्वारा बताए गए संदर्भों की ओर से अथवा पुलिस जांच पर अथवा आपके पूर्ववर्ती नियोक्ता या नियोक्ताओं से प्रतिकूल रिपोर्ट प्राप्त होती है, अथवा

Any adverse report on police enquiry or from the references indicated by you, or from your previous employer(s), if any, or

- (ii) यदि ऐसी जानकारी प्राप्त होती है कि बैंक की सेवा में आने से पहले आपने कोई कदाचारपूर्ण कृत्य किया है, जो बैंक के मतानुसार आपको बैंक की सेवा के लिए अपात्र बना देता है.

Any information that you had prior to joining to Bank's service committed any act of misconduct which, in the opinion of the Bank renders you unfit to serve in the Bank.

- (iii) असंतोषजनक कार्य-निष्पादन सहित किंतु इसी तक सीमित नहीं, कारणों से सेवा की समाप्ति सहित आपके पूर्वनियोक्ता (नियोक्ताओं) (यदि कोई है) से कोई प्रतिकूल रिपोर्ट प्राप्त होती है.

Adverse report from your previous employer(s) (if any) including termination of service for reasons including but not limited to non-satisfactory performance only.

8. आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में कोई मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं.

Your appointment is also liable to be terminated forthwith without any notice or compensation in lieu of notice;

- (i) यदि आपके द्वारा प्रस्तुत घोषणा/विवरण/जानकारी किसी भी समय गलत या असत्य पाई जाती है अथवा कोई महत्वपूर्ण जानकारी छिपाई गयी पाई जाती है.

If any declaration/statement/information furnished by you is found to be false or untrue or if any material information is found to be suppressed by you.

(ii) यदि आप संविदात्मक अवधि के दौरान बैंक को कोई सूचना दिए बिना लगातार दस दिनों तक इयूटी से अनुपस्थित रहते हैं तो यह समझा जाएगा कि आपने बैंक में अपना पद छोड़ दिया है।  
In the event of your remaining absent from the duties for a continuous period for ten days without any intimation to the Bank during the contractual period, you will be deemed to have vacated your post in the Bank.

9. आपको हिंदी का कार्यसाधक ज्ञान प्राप्त करना अनिवार्य है।  
You must acquire working knowledge of Hindi.

10. किसी विसंगति के मामले में अंग्रेजी पाठ अभिभावी होगा।  
In case of any discrepancies, the English version shall prevail.

भवदीय / Yours faithfully,



उप महा प्रबंधक / Deputy General Manager  
(मानव संसाधन / Human Resources)

संलग्न : यथोक्त.

Encl. : As above.



अनुबंध - I / ANNEXURE-I

पूर्णतः संविदा आधार पर एकजीक्यूटिव के पद हेतु ऑफर पत्र  
के हिस्से के रूप में निबंधन व शर्तें

**Terms and conditions forming part of the offer letter for the post of  
Executive on purely contractual basis**

(यह ऑफर पत्र का अभिन्न हिस्सा है /This forms integral part of offer letter)

1. **कार्य की जिम्मेदारी** : आप फ्रंट/ बैंक ऑफिस के कार्यकलापों / कार्यों जैसे कि टेलर सेवा एकजीक्यूटिव / ग्राहक सेवा एकजीक्यूटिव / दस्तावेज एकजीक्यूटिव तथा शाखा बैंकिंग / परिचालन / बैंकएशुरंस में इसी प्रकार की अन्य भूमिकाओं के लिए और बैंक द्वारा अपने विवेकानुसार समय-समय पर दिए / सौंपे गए इस प्रकार के अन्य कार्यों के लिए प्राथमिक रूप में जिम्मेदार रहेंगे.

**Job responsibility:** Primarily responsible for front /back office activities/job functions like Teller Service Executives/Customer Service Executives/Document Executives and other roles of similar nature in branch banking/operations/ Bancassurance and such other jobs, which the Bank, in its sole discretion, may assign/entrust from time to time.

2. **संविदा की अवधि** : संविदा की प्रारंभिक अवधि संविदा आधार पर सेवा में आने की तारीख से 1 वर्ष के लिए होगी. बैंक संतोषजनक कार्य-निष्पादन, छुट्टी अभिलेख, नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना तथा अन्य मानदंडों, जो बैंक द्वारा स्वविवेकानुसार निर्धारित किए जाए, के आधार पर और रिक्तियाँ उपलब्ध होने पर अपने विवेकाधिकार से इस संविदा को वर्ष-दर-वर्ष आधार पर बढ़ा सकता है. इसके अलावा, बैंक संविदा को पुनः नवीकरण करने का अधिकार (कोई बाध्यता नहीं) अपने पास सुरक्षित रखता है. संविदा, बैंक में संविदात्मक सेवा में कार्यग्रहण की तारीख से तीन वर्ष से अधिक समय के लिए नवीकृत नहीं की जाएगी. किसी भी स्थिति में यह संविदा बैंक में नियमित रोजगार के लिए अथवा सेवा की संविदा के नवीकरण के लिए दावा करने का अधिकार प्रदान नहीं करेगा.

**Period of contract** : Initial period of contract would be for one year from the date of joining the contractual service. The Bank, at its sole discretion, may offer to renew the contract on year-to-year basis, subject to satisfactory performance, leave record, completion of assigned mandatory e-learning certifications within stipulated timelines and such other parameters or criteria as may be decided by the Bank at its sole discretion and also availability of vacancies. Further, the Bank reserves the right (and not an obligation) to further renew the contract. The contract shall not be renewed beyond a period of three years from the date of joining the contractual service in the Bank. Under no circumstances, the contract would confer any claim for regular employment in the Bank or for renewal of the contract of service.

3. **संविदा की समाप्ति** : यह संविदा बैंक द्वारा नवीकृत न करने की स्थिति में अपना समय पूरा होने पर स्वतः समाप्त हो जाएगी और बैंक के लिए यह आवश्यक नहीं होगा कि वह सेवाओं की समाप्ति के बारे में कोई औपचारिक आदेश जारी करे अथवा इस संबंध में कोई पूर्वसूचना दे. इस संविदा को कोई भी पक्ष एक महीने की लिखित पूर्वसूचना देकर समाप्त कर सकता है. बैंक सूचना अवधि के बदले में एक महीने





का निर्धारित पारिश्रमिक देकर इस संविदा को तत्काल समाप्त करने का अधिकार अपने पास सुरक्षित रखता है. इस संविदा को समाप्त करने पर कोई क्षतिपूर्ति अदा नहीं किया जाएगा.

**Termination of contract:** The contract shall expire by efflux of time, if not renewed by the Bank and the Bank shall be under no obligation to issue a formal order of termination or to give any prior notice in this regard. The contract can also be terminated by either party by giving one month's prior written notice. The Bank reserves the right to terminate the contract with immediate effect by paying one month's fixed remuneration in lieu of the notice period. No compensation whatsoever is payable on termination of the contract.

4. **सेवा में शामिल करने की संभावना:** 3 वर्षों की संविदा सेवा के दौरान संतोषजनक कार्यनिष्पादन, छुट्टी रिकॉर्ड, ईआर क्लियरेंस पाए जाने पर और नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना और बैंक में रिक्तियां होने पर इस प्रकार से नियुक्त उम्मीदवार बैंक द्वारा निर्धारित चयन प्रक्रिया के माध्यम से ही सहायक प्रबंधक ग्रेड 'ए' (सहायक प्रबंधक) के रूप में बैंक की सेवा में लिए जा सकते हैं. केवल 3 वर्षों के लिए संविदा के नवीकरण से या संविदा आधार पर 3 वर्ष की सेवा पूरी करने से कोई उम्मीदवार सहायक प्रबंधक के रूप में बैंक की सेवा में लिए जाने के लिए पात्र नहीं माना जाएगा.

**Possibility of future appointment:** Subject to satisfactory performances, leave records, ER clearance during 3 (three) years of contractual services and completion of assigned mandatory e-learning certifications within stipulated timelines as also subject to availability of vacancies, such appointees would be eligible for appointment as Assistant Manager - Grade 'A' (AM) *only through a selection process as may be decided by the Bank*. Mere renewals of contract for 3 years or serving 3 years of contractual term shall not ipso-facto render an appointee eligible for appointment as AM.

5. **संविदा की अवधि में नियत पारिश्रमिक :** प्रारंभिक एक वर्ष के लिए रु.29,000/- प्रतिमाह का समेकित नियत पारिश्रमिक अदा किया जाएगा जिसमें से लागू नियमों के अंतर्गत सांविधिक कटौती/कटौतियों की जाएंगी. यदि बैंक इस संविदा का नवीकरण करता है तो उपर्युक्त समेकित नियत पारिश्रमिक को बढ़ाकर बैंक की सेवा में आने की तारीख से पहले वर्ष तथा दूसरे वर्ष के पूरा करने पर क्रमशः रु. 31,000/- प्रतिमाह और रु. 34,000/- प्रतिमाह कर दिया जाएगा. संविदा पर नियुक्त उम्मीदवार बैंक के पूर्णकालिक / अंशकालिक कर्मचारियों के लिये लागू अन्य किसी भत्ते (चिकित्सा सहित), परिलब्धियों, लाभों तथा अन्य सुविधाओं के लिए पात्र नहीं होंगे.

**Fixed remuneration during contractual period:** A consolidated fixed remuneration of Rs.29,000/- per month subject to statutory deduction/s under applicable laws will be paid for initial one year. If the Bank renews the contract, the above consolidated fixed remuneration will be increased to Rs. 31,000/- per month and Rs. 34,000/- per month on completion of the 1<sup>st</sup> year and 2<sup>nd</sup> year respectively from the date of joining the Bank. The appointee shall not be entitled to any other allowances (including medical), perquisites, benefits and other facilities which are applicable to full time/part time permanent employees of the Bank.





## 6. छुट्टी / Leave:

- (i) आनुपातिक आधार पर वर्ष में 20 (बीस) दिन की छुट्टियों पर विचार किया जाएगा. छुट्टी नकदीकरण का लाभ / की सुविधा उपलब्ध नहीं होगी. तथापि, संविदा की अवधि की समाप्ति / समाप्त किए जाने पर यदि कोई छुट्टी संचित है तो बैंक उसके नकदीकरण पर विचार करेगा तथा यह पूरी तरह बैंक के विवेकाधिकार पर निर्भर करेगा.

20 (twenty) days in a year on pro-rata basis will be considered. Benefit/facility of leave encashment will not be available. However, accumulation of leave, if any, at the end of contract/termination, would be considered for encashment at the sole discretion of the Bank.

- (ii) (क) एक्जिक्यूटिव/ नियुक्त कर्मचारी तीन वर्ष की अपनी पूरी संविदागत अवधि के दौरान अधिकतम छह माह की अवधि के लिए एक बार मातृत्व छुट्टी (एमएल) के लिए भी पात्र होंगी. वे प्रसव की अनुमानित तारीख से आठ सप्ताह पहले छुट्टी नहीं ले पाएंगी.

(a) Executives/Appointees are also eligible for Maternity Leave (ML) not exceeding six months only once during the entire contractual service period of three years. Not more than eight weeks shall precede the date of her expected delivery.

(ख) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि बैंक में ग्रेड 'ए' अधिकारी के रूप में उनकी नियुक्ति नहीं की गई है तो ऐसे एक्जिक्यूटिव की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं तथा संविदा की समाप्ति मातृत्व छुट्टी के समाप्त होने पर होगी.

(b) In case, where the Executive / Appointee has proceeded on ML in the third year and there is a situation wherein she is not appointed as an officer in Grade "A" in the Bank, the contract period of such executive would be extended beyond the contract last date up to the period she is on ML as per eligibility and the contract shall come to an end on expiry of ML.

(ग) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि वे बैंक में ग्रेड 'ए' अधिकारी के रूप में नियुक्ति के लिए लिखित परीक्षा और साक्षात्कार दोनों ही पास कर चुकी हैं तो ऐसे एक्जिक्यूटिव/ नियुक्त कर्मचारी की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं और ग्रेड 'ए' के रूप में नियुक्ति एक्जिक्यूटिव/ नियुक्त कर्मचारी द्वारा बैंक द्वारा निर्धारित अवधि के भीतर वापस ड्यूटी पर रिपोर्ट करने के बाद ही प्रभावी होगी तथा यह नियुक्ति अन्य पात्रता मानदंडों को पूरा करने के अधीन होगी.

(c) In case, where the Executive / Appointee has proceeded on ML in the third year of contract and there is a situation where she has cleared the written test and interview for appointment as officer in Grade "A" in the Bank, the contract period of such Executive / Appointee would also be extended beyond the contract last date up to the period she is on ML as per eligibility and the appointment as Grade "A" will be effective only after the Executive / Appointee reports back to duty within the period as may be prescribed by the Bank and also subject to satisfying other eligibility criteria.



- (iii) कोई अन्य प्रकार की छुट्टी अनुमत/ स्वीकार्य नहीं है. कोई अन्य अनुपस्थिति मासिक क्षतिपूर्ति (निर्धारित पारिश्रमिक) से कटौती के अधीन होगी.

No other type of leave is permissible / admissible. Any other absence will result in pro-rata deductions from monthly compensation (Fixed remuneration).

7. **यात्रा/ विराम भत्ता :** बैंक के मौजूदा नियमों के अनुसार ही यात्रा / विराम भत्ता अदा किया जाएगा.

**Travelling/Halting Allowance:** The Travelling/Halting Allowance will be paid as per the extant Rules of the Bank.

8. **अधिवर्षिता लाभ :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है. नियुक्त उम्मीदवार किसी भी प्रकार के अधिवर्षिता लाभ के लिए पात्र नहीं होगा. यह स्पष्ट किया जाता है कि नियुक्त उम्मीदवार किसी उपदान भविष्य निधि अथवा पेंशन संबंधी लाभ पाने के लिए हकदार नहीं होगा. बाद में यदि नियुक्त उम्मीदवार को बैंक की नियमित पूर्णकालिक सेवा (सहायक प्रबंधक) में शामिल किया जाता है तो उनके द्वारा संविदा के आधार की गई सेवा अवधि की गणना अधिवर्षिता लाभ के लिए शामिल नहीं की जायेगी.

**Superannuation benefits:** The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service of 1, 2 and/or 3 years would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee (Assistant Manager) at a later stage.

9. **नयी पेंशन योजना (एनपीएस) में पात्रता:** एकजीक्यूटिव के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक लिनिई पेंशन योजना (आईबीएलएनपीएस) नियमावली,के अंतर्गत 2011 निर्धारित अंशदान पेंशन योजना द्वारा, समय समय पर यथा संशोधितअनुसार अशोधित/, शासित होगी.

**Coverage under New Pension Scheme (NPS):** During the Contractual Period with IDBI Bank as an Executive, the appointee shall be governed by Defined Contribution Pension Scheme under IDBI Bank Ltd New Pension Scheme (IBLNPS) Rules, 2011, as amended/ modified from time to time.

10. **वरिष्ठता :** चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है. इसीलिए इसके अंतर्गत नियुक्त उम्मीदवारों की कोई परस्पर वरिष्ठता सूची नहीं होगी.

**Seniority:** The engagement being purely on contractual basis, the appointee will not have any inter-se seniority.

11. **प्रशिक्षण:** नियुक्त उम्मीदवार को बैंक द्वारा समय-समय पर निर्धारित प्रशिक्षण प्राप्त करना होगा.

**Training:** The appointee will be required to undergo such training as may be prescribed by the Bank from time to time.

12. **आचरण और अनुशासन :** नियुक्त उम्मीदवार पर आईडीबीआई लि. अधिकारी आचरण नियमावली, 2006 और आईडीबीआई लि. अधिकारी अनुशासन और अपील नियमावली, 2006 लागू होगी.

**Conduct and discipline:** The appointee shall be governed by IDBI Ltd. Officers' Conduct Rules, 2006 and IDBI Ltd. Officers' Discipline & Appeal Rules, 2006.



13. **दुर्घटना बीमा सुरक्षा:** "एकजीक्यूटिव" के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्तिआईडीबीआई बैंक कर्मचारी समूह जीवन बीमा योजना द्वारा शासित होगी.

**Accidental Insurance Cover:** During the Contractual Period as an "Executive" with IDBI Bank the appointee shall be covered under IDBI Bank Employees' Group Life Insurance Scheme.

14. **दुर्घटना बीमा सुरक्षा:** संविदा अवधि के दौरान आप फ्लोटर मेडीक्लेम जीवन बीमा के रूप में चिकित्सा सुविधा हेतु पात्र होंगे.

**Reimbursement towards medical:** The appointee during the Contractual Period shall be eligible for Medical Facilities in the form of Floater Mediclaim Insurance.

15. **अन्य लाभ :** बैंक की मौजूदा नीतियों और बैंक द्वारा समय-समय पर जारी किए गए परिपत्रों के अनुसार एकजीक्यूटिव (संविदा पर) को अनुमत कोई अन्य लाभ / सुविधाएं / परिलब्धियां दी जाएंगी.

**Other benefits:** They will be extended with any other benefits / facilities / perquisites as admissible to Executives (on contract) as per the extant policies and circulars issued from time to time by the Bank.

16. **अन्य मामले :** बैंक का निर्णय अंतिम तथा बाध्यकारी होगा.

**Residuary Matter :** The decision of the Bank shall be final and binding.

टिप्पणी : किसी प्रकार की अस्पष्टता के मामले में अंग्रेजी पाठ अभिभावी होगा.

Note : In case of any ambiguity, the English version will prevail.

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**अनुबंध II / ANNEXURE II**

**एक्जीक्यूटिव पद के लिए पात्रता मानदंड /Eligibility criteria for the post of Executive**

Sr.No.	Particulars	Eligibility Criteria for the candidates appearing for campus placement												
1.	Educational Qualifications	Commerce Graduate (B.Com) / Management Graduate (BBA / BBM) / Bachelor of Management Studies (BMS) with minimum of 60 % percent marks (55% for SC/ST) in aggregate of all 3 years / semesters.												
2.	Age  (as on the cut-off date November 1, 2020)	<p><b>Minimum : 20 years and Maximum : 25 years i.e. candidate should have been born not earlier than 02.11.1995 and not later than 01.11.2000 (both dates inclusive)</b></p> <p><b>Relaxation in upper age limit:</b></p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Category</th> <th>Age Relaxation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SC/ST</td> <td>5 years</td> </tr> <tr> <td>2.</td> <td>OBC (Non Creamy Layer)</td> <td>3 years</td> </tr> <tr> <td>3.</td> <td>PWD</td> <td>10 years</td> </tr> </tbody> </table>	Sr.No.	Category	Age Relaxation	1.	SC/ST	5 years	2.	OBC (Non Creamy Layer)	3 years	3.	PWD	10 years
Sr.No.	Category	Age Relaxation												
1.	SC/ST	5 years												
2.	OBC (Non Creamy Layer)	3 years												
3.	PWD	10 years												
3.	Selection Process	Selection process would comprise of Group Discussion (GD) and Personal Interview (PI) of the candidates qualified in GD.												
4.	Other Requirements	<p>Appointment of the candidate is subject to their passing the examination of the relevant course in the first attempt i.e. they should have completed the course within the academic session (2018-21) failing which the offer of IDBI Bank would stand automatically withdrawn/cancelled.</p> <p>Applicable guidelines in respect of reservation would be followed.</p> <p>The candidate shortlisted in PI would undergo pre-recruitment medical checkup and their appointment in the Banks service is subject their being found Medically fit.</p>												





अनुबंध / ANNEXURE - III

नियुक्ति / कार्यग्रहण के लिए रिपोर्ट करते समय  
लाये जाने वाले प्रमाणपत्र तथा उनकी अनुप्रमाणित प्रतिलिपियां  
**Certificates and attested copies thereof to be brought at  
the time of reporting for appointment/joining**

1. आयु के सबूत का प्रमाणपत्र - स्कूल छोड़ने का प्रमाणपत्र और एस.एस.सी. प्रमाणपत्र या जन्म प्रमाणपत्र.  
Certificates in proof of age - School Leaving Certificate or S.S.C. Certificate or birth certificate.
2. स्नातक और स्नातकोत्तर स्तर के लिए विश्वविद्यालय/संस्था द्वारा दिये गये डिग्री प्रमाणपत्र/अंतिम डिग्री प्रमाण पत्र.  
Degree Certificates/Provisional Degree Certificates awarded by University/Institutes for graduate and post-graduate level.
3. एस.एस.सी., एच.एस.सी., स्नातक और स्नातकोत्तर परीक्षा की अंक सूचियां (वर्ष वार और सेमेस्टर वार की सभी अंक सूची).  
Marksheet of S.S.C., H.S.C., Graduation Degree(s) and post graduation. (individual marksheet for all years or all semesters)
4. सक्षम प्राधिकारी से जाति प्रमाणपत्र - (एससी/एसटी/ओबीसी उम्मीदवारों के मामले में). फॉर्मेट संलग्न (परिशिष्ट I और II)  
Caste Certificate from a competent authority - (in the case of SC/ST/OBC candidates). Format enclosed (Appendix I and Appendix II).
5. सक्षम प्राधिकारी से चिकित्सा प्रमाणपत्र (शारीरिक रूप से विकलांग उम्मीदवारों के लिए). फॉर्मेट संलग्न (परिशिष्ट III)  
Medical Certificate from the Competent Authority (in case of person with disabilities) Format enclosed (Appendix III).
6. अनुभव प्रमाणपत्र में (क) कार्यग्रहण की तारीख (ख) कार्यग्रहण के समय पदनाम (ग) अधिकारी के पद पर पदोन्नति की तारीख (यदि अधिकारी के रूप में कार्यग्रहण न किया गया हो ) (घ) आवेदन पत्र में दिए गए अनुसार सभी पिछले नियोक्ताओं तथा वर्तमान नियोक्ता से सेवात्याग / कार्यमुक्त होने की तारीख और संगठन छोड़ते समय पदनाम का स्पष्ट उल्लेख होना चाहिए. अनुभव प्रमाणपत्र संगठन के सक्षम प्राधिकारी/एचआरडी द्वारा जारी होना चाहिए.  
Experience certificate should clearly indicate (a) date of joining, (b) designation at the time of joining, (c) date of promotion to the post of an officers (if initially joined as other than an officer), (d) date of leaving / relieving and designation at the time of leaving the organization from all the previous, as also present employer as indicated in the application form. Experience certificate should be issued by the competent authority/HRD of the organization.
7. वर्तमान नियोक्ता से कार्यमुक्त होने का प्रमाणपत्र (नियुक्ति के समय प्रस्तुत किया जाए). यदि लागू हो.  
Original relieving certificate from the present employer (To be produced at the time of appointment), if applicable.
8. पासपोर्ट आकार के हाल के दो फोटोग्राफ  
Two copies of recent passport size photograph.
9. यदि उम्मीदवार के विभिन्न प्रमाणपत्रों में उनके नाम की वर्तनी अलग-अलग है तथा/या उम्मीदवार का नाम उसके प्रमाणपत्रों में पद के लिए बैंक के पास प्रस्तुत आवेदन फार्म में वर्णित नाम से अलग है तो विधिवत् स्टाम्पित (जहां शपथ ली जा रही है वहां के स्थानीय स्टाम्प अधिनियम के

प्रावधानों के अनुसार) तथा नोटरी या सरकार द्वारा नियुक्त विशेष कार्यकारी मजिस्ट्रेट या आयुक्त के समक्ष निष्पादित शपथ-पत्र.

An affidavit duly stamped (as per the provisions of the local Stamp Act where affidavit is being sworn) and executed before a Notary or Special Executive Magistrate or Commissioner appointed by the Govt. if there is a variation in the candidate's name spelt out in his/her various certificates/testimonials **and/or** if the candidate's name as appearing in his/her certificates/testimonials differs from the name that is indicated in the Bank's application form for the post.

10. दो रेफरी प्रमाणपत्र (सभी मूल प्रति में)  
Two Referee certificates (all in original).

.....



**APPENDIX I**  
**Form of Caste Certificate**

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his/her claim

1. This is to certify that Shri/Shrimati/Kumari ..... son/daughter\* of ..... in District/Division\* ..... of village/town\* ..... of the State/Union Territory\* ..... belongs to the ..... Caste/Tribe\* which is recognized as

a Scheduled Caste/Scheduled Tribe\* under :

- The Constitution (Scheduled Castes) Order, 1950;
- The Constitution (Scheduled Tribes) Order, 1950;
- The Constitution (Scheduled Castes) (Union Territories) Order, 1951;
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956; the Bombay Reorganization Act, 1960; The Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971, the (Constitution) Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; the Constitution (Scheduled Tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled Tribes) Order Amendment Act, 1991; and the Constitution (Scheduled Tribes) Order Second Amendment Act, 1991)

- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1967;
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1967;
- The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- The Constitution (Sikkim) Scheduled Castes Order, 1978;
- The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

2. Shri/Shrimathi\*/Kumari\* .....-and/or\* his/her\* family ordinarily reside(s) in village/town\* ..... of ..... District/division\* of the State/Union Territory\* of .....

Signature: .....  
Designation: .....  
(With seal of office)

Place ..... State .....  
Date ..... Union Territory .....

Note: The form "Ordinarily resides" used here will have the same meaning in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words, which are not applicable.  
No. F.101/30/94-SCT (B) dated 10.4.1995



**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- 1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- 2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar
- 4) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

**Note:-**

- No.7/7/00-SCT (B)  
dated 11.6.1990
- 1) In so far as the Scheduled Tribes community Tamil Nadu is concerned the certificate given by the Revenue Divisional Officer Instead of Tehsildar should only be accepted.
- No.F.1/22/95-SCT (B)  
dated 20.11.1995
- F.No.102/9/2/87-SCT (B)  
dated 10.3.1988
- 2) Caste certificates issued by Mandal Revenue Officers in Andhra Pradesh may be accepted as they are equivalent to the status of Tehsildar.
- No.101/7/91-SCT (B)  
dated 2.12.1991
- 3) Collector, South 24-Paraganas having his jurisdictions besides in South 24-Praganas over the entire area covered by the 35 Police stations under the jurisdiction of Commissioner of Police, Calcutta is empowered to issue SC/ST certificate to the applicants who and whose families ordinarily reside within the area covered by 35 Police Stations under the jurisdiction of Commissioner of Police, Calcutta.
- No.101/5/89-SCT (B)  
dated 23.3.1990
- 4) In the State of Karnataka only, the clarification regarding Caste status of Korava/Koravi community may be referred to Inspector General of Police, CID CRE Cell Bangalore for Investigation and report. There is no need to make any separate reference to the Magistrate of the District concerned in such cases.
- No.7/18/89-SCT (B)  
dated 26.3.1990
- 5) The SC/ST certificates issued by the Gazetted Officers, Members of Legislative Assemblies, Members of Parliament, District Organisers, District Welfare Officers etc. cannot be accepted for the purpose of employment in the Bank.
- F.No.1/15/81-SCT (B)  
dated 19.7.198
- No.101/11/90-SCT (B)  
dated 26.3.1990
- 6) Judicial Magistrates are not authorized to issue SC/ST certificates.





APPENDIX – II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that \_\_\_\_\_ son of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated 10th September, 1993, published in the Gazette of India, Extraordinary Part – I, Section 1, No.186, dated the 13th September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part I, Section I, No.163, dated the 20th October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No.12011/44/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 86, dated the 25th May, 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri \_\_\_\_\_ and/or his family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M. No.36012/22/93-Estt.(SCT), dated 8.9.1993.

Signature,  
(Name & Designation Date of the Issuing authority)

Seal

\*Strike out whichever is not applicable.

NB: (a) The term 'Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of the People's Act, 1950.



APPENDIX – II (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/first Class Stipendiary Magistrate Sub-Divisional magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Stipendiary Magistrate)
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- iii) Revenue Officer not below the rank of Tehsildar; and
- iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



**APPENDIX III**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is to certify that Shri / Smt / Kum \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
 sex \_\_\_\_\_ identification mark (s) \_\_\_\_\_ is suffering from permanent  
 disability of following category :



- A. Locomotor or cerebral palsy**
- (i) BL-Both legs affected but not arms.
  - (ii) BA-Both arms affected.
  - (iii) BLA-Both legs and both arms affected.
  - (iv) OL-One leg affected (right or left).
  - (v) OA-One arm affected.
  - (vi) BH-Stiff back and hips (Cannot sit or stand).
  - (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision**
- (i) B-Blind.
  - (ii) PB-Partially Blind.
- C. Hearing Impairment:**
- (i) D-Deaf.
  - (ii) PD-Partially Deaf.
- (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive (likely to improve / not likely to improve). Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Sh./Smt./Kum \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties.

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by Kneeling and crunching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) B-can perform by sitting.                       | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Chairperson  
 Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Strike out which is no applicable.



APPENDIX IV

EXPERIENCE CERTIFICATE  
(ON LETTER HEAD OF THE COMPANY/ ORGANIZATION)

This is to certify that Shri/Smt/Kum..... joined the services of the organization as .....(Designation/post held) on ..... (Date of Joining). We confirm that the said post belongs to officer/managerial cadre. His/her subsequent promotions, with period of service, if any, are as under. (List out)

- 
- 
- 
- 
- 

His/her resignation has been accepted and he/she stands relieved from the services of the Organization at the close of the office hours on ..... (Date of Relieving)

Name .....

Designation & Department.....

.....

Rubber Stamp

Date:  
Place:

**Note:**

The certificate should be issued by the competent authority on the letterhead of the company /organisation and also a copy of offer letter from the said company/organization should be attached with the same for submission to the Bank.





**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

रेफरी/ Referee No: 1

I. उम्मीदवार का नाम

Name of the Candidate

II. आवेदित पद

Applied for the post of

1. क्या उम्मीदवार आपके परिचित हैं? Is the candidate known to you?  हाँ / Yes  नहीं / No

2. यदि हाँ तो कृपया अवधि बताएं।  वर्ष  महीने  
If so, kindly state the period Years Months

3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या उन्हें कभी गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.

4. क्या आप उम्मीदवार के परिवार को जानते हैं?

Is the family of the candidate known to you?

5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law?

6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.

Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution?

7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you?

मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature

नाम/Name

पद/Post

पता/Address (with pincode)

दिनांक / Date

स्थान / Place



परिशिष्ट/ Appendix V

रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES

रेफरी/ Referee No: 2

- I. उम्मीदवार का नाम  
Name of the Candidate
- II. आवेदित पद  
Applied for the post of
1. क्या उम्मीदवार आपके परिचित हैं? Is the candidate known to you? :      हाँ / Yes      नहीं / No
2. यदि हाँ, तो कृपया अवधि बताएं.  
If so, kindly state the period :      वर्ष      महीने  
Years      Months
3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या  
उन्हें कभी गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया  
था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया  
गया था?  
Whether to the best of your knowledge and information, He/She was ever  
arrested/ prosecuted/kept under detention or convicted by a Court of Law.
4. क्या आप उम्मीदवार के परिवार को जानते हैं?  
Is the family of the candidate known to you?
5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें  
कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया  
था?  
Has any member of the candidate's family ever been arrested/kept under  
detention or convicted by a Court of Law?
6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को  
बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.  
Are you aware of any circumstances which would render the candidate  
unsuitable for appointment in a banking institution?
7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you?  
मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी  
सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that  
Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :

नाम/Name :

पद/Post :

पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :





संयुक्त बैंक लिमिटेड.  
पंजीयन संख्या: संयुक्त बैंक लि.  
संयुक्त बैंक लिमिटेड, एन.सी.  
सूची - 400 005  
दूरभाष: (+91 22) 6655 3355, 2218 9111  
फैक्स: (+91 22) 2218 0411  
वेबसाइट: www.idbibank.in

IDBI Bank Ltd.  
Regd. Office: IDBI Tower  
WTC Complex, Cuffi Parade,  
Mumbai - 400 005.  
Tel: (+91 22) 6655 3355, 2218 9111.  
Fax: (+91 22) 2218 0411.  
Website: www.idbibank.in

एचआरडी सं. 2095 / रेक.एक्जीक्यूटिव/- KBPIM-1  
HRD No.2095 /Rec.Executive/- KBPIM-1

October 20, 2021

Shyamsunder Yashodanand Yadav  
Janai malai Society  
Chandan Nagor Road  
Kodoli  
Satara  
Maharashtra

Applicant No: 326464

महोदया/प्रिय महोदय  
Madam/Dear Sir,

Royal Shikshan Sanstha's  
Karmaveer Bhaurao Patil Institute Of  
Management Studies & Research Satara  
Inward No 257/2021, 22  
Date - 25/10/2021

**एक्जीक्यूटिव की भर्ती**

**Campus Recruitment 2020-21 – Executive (On Contract)**

With reference to the interviews held for the captioned post, the bank is pleased to offer you the post of Executive in the Bank, on purely contractual basis, for an initial period of one year from the date of joining in the Bank. Detailed terms and conditions governing your appointment are given in **Annexure-I**, which forms an integral part of this letter.

This offer is subject to the following Terms and conditions and you meeting the eligibility criteria as communicated to your institute prior to conducting the Interviews, including passing of the requisite Graduate degree in the first attempt and submission of a degree certificate to that effect.

2. कृपया आप "एक्जीक्यूटिव की भर्ती - २०१९ आवेदक सं. (326464) विषय लिखकर [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in) पत्र के सभी शर्तों एवं निबंधनों के बारे में अपनी पूर्ण और बिना शर्त स्वीकृति सूचित करें. कृपया नोट करें कि उपर्युक्त प्रस्ताव पत्र की स्वीकृति की सूचना यथासंभव शीघ्र, किंतु किसी भी स्थिति में दिनांक **October 22, २०२१** को 18.00 बजे तक भेजी जाए. ऐसा न होने पर उपर्युक्त प्रस्ताव स्वतः ही समाप्त हो जाएगा. यह स्पष्ट किया जाता है कि स्वीकृति की जानकारी देने / सूचित करने के लिए और अधिक समय प्रदान करने के किसी अनुरोध को बैंक द्वारा स्वीकार नहीं किया जाएगा और बैंक आपके साथ किसी भी प्रकार का कोई पत्राचार नहीं करेगा.



Please convey your absolute and unconditional acceptance of all the terms and conditions of this offer letter through e-mail to [rec.executive@idbi.co.in](mailto:rec.executive@idbi.co.in), mentioning subject as

**“Recruitment of Executive - Campus 2021 Applicant No. (326464)”**. Please note that the communication of the acceptance of the offer letter may be sent to us on or before **October 22, 2021** latest by 18:00 hours, failing which, the aforesaid offer shall lapse automatically. It is clarified that, no request for grant of further time for conveying/communicating the acceptance to the Bank shall be considered and the Bank shall not enter into any correspondence whatsoever with you.

**3. दस्तावेजों, कार्यग्रहण किट आदि प्रस्तुत करने के लिए रिपोर्ट करना**

आपको आरंभ में अपने दस्तावेजों के सत्यापन और कार्यग्रहण औपचारिकताओं को पूरा करने के लिए हमारे IDBI Bank Ltd, # 118/1, Rathod Sadan,Family Mal,Dapoli,Ratnagiri,Maharashtra-415712 में रिपोर्ट करना होगा. आपको अनुबंध- III में किए गए उल्लेख के अनुसार सभी दस्तावेज (मूल तथा अनुप्रमाणित जिरॉक्स प्रतियाँ) अपने साथ लाने होंगे. यदि आपके दस्तावेज ठीक नहीं पाए गए तो आपको उचित दस्तावेजों के साथ फिर से IDBI Bank Ltd, # 118/1, Rathod Sadan,Family Mal,Dapoli,Ratnagiri,Maharashtra-415712 को रिपोर्ट करना होगा. कृपया नोट करें कि पैन कार्ड, पासपोर्ट, मतदाता पहचान पत्र, ड्राइविंग लाइसेन्स, आधार कार्ड आदि के रूप में एक फोटो पहचान पत्र अपने साथ लाना है.

**Reporting for submission of documents, Joining kit, etc.**

You will have to report initially at our IDBI Bank Ltd, # 118/1, Rathod Sadan,Family Mal,Dapoli,Ratnagiri,Maharashtra-415712 for verification of the documents and completion of your joining formalities. You will have to carry all the documents (original as well as attested Xerox copies) as mentioned at **Annexure - III**. In case, your documents are not found to be in order, you will have to report again to IDBI Bank Ltd, # 118/1, Rathod Sadan,Family Mal,Dapoli,Ratnagiri,Maharashtra-415712 along with proper documents. Please note to carry a photo identity such as PAN Card, Passport, Voters ID Card, Driving License, Aadhaar card etc.

**4.** आपको प्रारंभ में निम्नलिखित बैंक के प्रधान कार्यालय / शाखा कार्यालय – IDBI Bank Ltd, # 118/1, Rathod Sadan,Family Mal,Dapoli,Ratnagiri,Maharashtra-415712 (Org- RB Branch Banking Vertical - Retail Banking SOL ID: 1330 Proposed Position –Customer Service Executive.RBG.Customer Service Executive.RBG.) में तैनात किया जाएगा. कृपया नोट करें कि आपको बैंक के निर्णय के अनुसार इसके किसी भी कार्यालय में पदापित किया जा सकता है और इसके किसी भी विभाग/वर्टिकल में या इसकी किसी सहायक /सहयोगी संस्थाओं की कारोबारी इकाइयों में कार्य काम करना होगा. साथ ही आपको समय-समय पर बैंक के लागू नियमों के अनुसार भारत/ विदेश में किसी भी स्थान पर स्थानांतरित किया जा सकता है.

Initially you will be posted at IDBI Bank Ltd, Head Office/Branch – IDBI Bank Ltd, # 118/1, Rathod Sadan,Family Mal,Dapoli,Ratnagiri,Maharashtra-415712(Org- RB Branch Banking Vertical - Retail Banking SOL ID: 1330 Proposed Position –Customer Service Executive.RBG.Customer Service Executive.RBG. ). Please note that the Bank reserves the right to post you in any of the offices of the Bank and to work in any of its departments/verticals or offices/business units of its subsidiaries/associate institutions, as the Bank may decide. You will





also be liable for transfer to any place in India/abroad, as the Bank may decide, in terms of the applicable rules of the Bank, prevailing from time to time.

आपको किसी ऐसे दूसरे संगठन में सेवा के लिए ऐसी अवधि और निबंधनों एवं शर्तों पर प्रतिनियुक्त किया जा सकता है जो बैंक द्वारा समय-समय पर निर्धारित की जाएं.

You will be liable to be deputed to serve in any other organisation in any manner whatsoever, for such duration and on such terms and conditions as the Bank may decide.

5. कृपया कार्यग्रहण औपचारिकताओं को पूरा करने के लिए ऑफर पत्र के पैरा 3 में निर्दिष्ट किए गए अनुसार स्थान पर **October 27, 2021** को रिपोर्ट करें.

Please report for completing joining formalities on October 27, 2021 to the place indicated in Para 3 of the offer letter.

6. **नियुक्ति के लिए पूर्व शर्तें**  
**Pre conditions for appointment**

तथापि, संविदा आधार पर आपकी यह नियुक्ति इन शर्तों पर होगी :

Your contractual appointment is, however, subject to:

(i) आपको उम्र और शैक्षणिक अर्हता के संबंध में पात्रता मानदंडों को निर्दिष्ट को पूरा करना होगा. (कृपिया अनुबंध II देखें).

Your fulfilling the eligibility criteria regarding age and educational qualification respectively as specified in **Annexure II**.

(ii) बैंक में कार्यग्रहण करने के समय आपको डाक्टरी रूप से उपयुक्त होना चाहिए.

You should be medically fit at the time of joining the Bank's services.

(iii) ऐसे डाक्टरी जांच के संबंध में आपके द्वारा चिकित्सा जांच पर किये गये खर्च की प्रतिपूर्ति आपको, बैंक की सेवा में शामिल होने के एक महीने के भीतर मूल चिकित्सा बिलों को प्रस्तुत करने पर की जाएगी.

The expenditure incurred on medical tests by you in connection with medical examination will be reimbursed to you subject to production of original medical bills within one month of joining the Bank.

(iv) संविदा आधार पर इयूटी पर कार्यग्रहण के लिए रिपोर्ट करते समय आपको अपनी आयु, शैक्षणिक योग्यता, अनुभव, यदि कोई है (कार्यमुक्ति, अनुभव प्रमाणपत्र) संबंधी मूल प्रमाण-पत्र तथा उनकी अनुप्रमाणित सत्य प्रतिलिपियां भी प्रस्तुत करनी होगी (देखें अनुबंध-III). कृपया आप संलग्न फार्मेट में 2 संदर्भ (रेफरी) प्रमाणपत्र भी प्रस्तुत करें. (कृपया परिशिष्ट V देखें).

You shall produce at the time of reporting for contractual duty all the certificates in original regarding your age, educational qualifications, experience, if any (relieving,



experience certificates) together with attested true copies thereof. (Please see Annexure III). You are advised to furnish two Reference Certificates, in the format enclosed. (Please see Appendix V).

- (v). यदि आप अनुसूचित जाति / अनुसूचित जनजाति के सदस्य हैं तो आपको जाति संबंधी प्रमाण-पत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों में से किसी एक प्राधिकारी [(परिशिष्ट I (क) में सूची दी गई है)] से केन्द्र सरकार द्वारा निर्धारित फॉर्मेट (परिशिष्ट- I में दिये गये अनुसार) में अनुसूचित जाति / जनजाति संबंधी प्रमाणपत्र प्रस्तुत करना होगा. यदि आप अनुसूचित जाति / जनजाति श्रेणी के सदस्य हैं और भविष्य में आपके धर्म में कोई परिवर्तन होता है तो उसकी तत्काल सूचना बैंक को देना नोट करें. इसके अलावा आपकी नियुक्ति अनंतिम है और जाति / जनजाति की सदस्यता का उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन में इस बात का पता चलता है कि अनुसूचित जाति / अनुसूचित जनजाति से संबंधित आपका दावा असत्य है तो आपकी सेवाएं कोई कारण दिये बिना तत्काल समाप्त की जाएंगी. बैंक आपके विरुद्ध ऐसी कार्रवाई करने का अधिकार अपने पास सुरक्षित रखता है जिसे वह ऐसा झूठा प्रमाणपत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के प्रावधानों के अधीन उचित या उपयुक्त समझे.

If you are a member of Scheduled Caste (SC) / Scheduled Tribe (ST), you shall produce Caste/Tribe Certificate in the format, as prescribed by Central Government [given at **Appendix I**] from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix I (a)**]. If you are a member of SC / ST category, you should note to intimate to the Bank forthwith, in case, there shall be a change in your religion, in future. Further, your appointment will remain as provisional and subject to verification of your Caste / Tribe Certificate, through proper channel. Your services will be liable to be terminated forthwith without assigning any reason, in case, the verification reveals that your claim for belonging to SC / ST Category is false. The Bank also reserves its right to take such further action against you, as it may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vi) यदि आप अन्य पिछड़े वर्ग (ओबीसी) से हैं तो आपको ओबीसी प्रमाणपत्र जारी करने के लिए अधिकृत सक्षम प्राधिकारियों [सूची परिशिष्ट II (क) में दी गई है] से प्राप्त हालिया तारीख का / वैध ओबीसी प्रमाणपत्र (आपके क्रीमी लेयर से न होने के विशेष उल्लेख के साथ) केन्द्र सरकार द्वारा निर्धारित प्रारूप (परिशिष्ट II में दिया गया) में प्रस्तुत करना होगा. इसके अलावा आपकी नियुक्ति अनंतिम है और समुदाय / जाति प्रमाणपत्र के उचित माध्यम से सत्यापन करने के अधीन है. यदि सत्यापन से पता चलता है कि ओबीसी से आपकी संबद्धता का दावा या आपके क्रीमी लेयर से न होने का आपका दावा गलत है तो आपकी सेवाएं बिना कोई कारण बताए तथा आपके विरुद्ध ऐसी कार्रवाई, जो बैंक ऐसे झूठे प्रमाणपत्र के प्रस्तुतीकरण के लिए भारतीय दंड संहिता के प्रावधानों के अंतर्गत उचित या उपयुक्त समझे, पर कोई प्रतिकूल प्रभाव डाले बिना तत्काल समाप्त कर दी जाएंगी.

In case you belong to Other Backward Class (OBC) Category, you shall produce a recent / valid OBC Certificate (with Clause relating to non-creamy layer), in the format, as prescribed by Central Government [given at **Appendix II**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the





Community /Caste Certificate through the proper channel. If the verification reveals that your claim to belonging to OBC Category or non-creamy layer is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (vii) यदि आप आर्थिक रूप से कमजोर वर्ग श्रेणी से संबंध रखते हैं तो आपको इस प्रकार (ईडब्ल्यूएस) के प्रमाणपत्र जारी करने के लिए अधिकारप्राप्त सक्षम प्राधिकारियों में से एक सूची परिशिष्ट] VI (एमान्य ईडब्ल्यूएस प्रमाणपत्र केंद्र सरकार द्वारा /के द्वारा जारी हाल का [में दी गई है ( परिशिष्ट] निर्धारित प्रारूप में VI में दी गई है] प्रस्तुत करना होगा इसके साथ ही ., आपकी नियुक्ति अनंतिम होगी तथा यह उचित माध्यम से ईडब्ल्यूएस प्रमाणपत्र के सत्यापन के अधीन होगी यदि . सत्यापन से यह पता चलता है कि ईडब्ल्यूएस से संबन्धित आपका दावा गलत है तो ऐसे झूठे भारतीय प्रमाणपत्र प्रस्तुत करने के लिए आपकी सेवा बिना कोई कारण बताए और आपके विरुद्ध दंड संहिता के प्रावधानों के अधीन कार्रवाई, जैसा बैंक उचित और उपयुक्त समझे, पर बिना कोई प्रतिकूल प्रभाव डाले तुरंत समाप्त कर दी जाएगी

In case you belong to Economically Weaker Section (EWS) Category, you shall produce a recent / valid EWS Certificate in the format, as prescribed by Central Government [given at **Appendix V**], from one of the Competent Authorities empowered to issue such certificate [list given at **Appendix II (a)**]. Further, your appointment will remain as provisional and is subject to verification of the EWS Certificate through the proper channel. If the verification reveals that your claim to belonging to EWS is false, your service will be terminated forthwith, without assigning any further reasons and without prejudice to such further action against you, as the Bank may deem fit, proper or appropriate under the Provisions of the Indian Penal Code for production of such False Certificate.

- (viii) कृपया नोट करें कि यदि आपका जाति प्रमाणपत्र (i) केन्द्र सरकार द्वारा निर्धारित उचित प्रारूप में न हो, (ii) आपके राज्य के लिए भारत सरकार की सूची में उल्लिखित जाति का नाम नहीं दर्शाता हो, (iii) उस पर जारी करने वाले कार्यालय / प्राधिकारी की मुहर न लगाई गयी हो, तो बैंक में आपकी नियुक्ति करने पर विचार नहीं किया जाएगा.

Please note that your joining in the Bank will not be considered in following cases: (i) your caste certificate is not in the format, as prescribed by Central Government (ii) your caste certificate does not contain the name of Caste as mentioned in the Central Government list for your state (iii) your caste certificate does not contain Seal of Issuing Office/Authority.

- (ix) यदि आप शारीरिक रूप से अक्षम (पीडब्ल्यूडी) हैं तो आपको सक्षम चिकित्सा प्राधिकारियों / चिकित्सा बोर्ड से इस प्रयोजन के लिए प्राप्त चिकित्सा प्रमाणपत्र निर्धारित फार्म में प्रस्तुत करना होगा (कृपया परिशिष्ट - III देखें)



If you are a Person with Disability (PWD), you shall produce valid Disability Certificate, in the prescribed format, issued by the Competent Medical Authorities/Medical Board [given at **Appendix III**].

- (x) आपको अपने वर्तमान नियोक्ता, यदि कोई है तो, से उचित कार्यमुक्ति संबंधी संतोषजनक प्रमाण प्रस्तुत करना होगा. (देखें परिशिष्ट -IV)

You should produce satisfactory evidence of having obtained proper release from your present employer, if any. (**Please see Appendix IV**).

7. संविदा आधार पर कार्यग्रहण के लिए रिपोर्ट करने के बाद बैंक को यदि आपके संबंध में निम्नानुसार रिपोर्ट/जानकारी मिलती है, तो आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं:

Please note that your contractual appointment is liable to be terminated without any notice or compensation in lieu thereof, if after your reporting for duty, the Bank receives:

- (i) यदि आपके द्वारा बताए गए संदर्भों की ओर से अथवा पुलिस जांच पर अथवा आपके पूर्ववर्ती नियोक्ता या नियोक्ताओं से प्रतिकूल रिपोर्ट प्राप्त होती है, अथवा

Any adverse report on police enquiry or from the references indicated by you, or from your previous employer(s), if any, or

- (ii) यदि ऐसी जानकारी प्राप्त होती है कि बैंक की सेवा में आने से पहले आपने कोई कदाचारपूर्ण कृत्य किया है, जो बैंक के मतानुसार आपको बैंक की सेवा के लिए अपात्र बना देता है.

Any information that you had prior to joining to Bank's service committed any act of misconduct which, in the opinion of the Bank renders you unfit to serve in the Bank.

- (iii) असंतोषजनक कार्य-निष्पादन सहित किंतु इसी तक सीमित नहीं, कारणों से सेवा की समाप्ति सहित आपके पूर्वनियोक्ता (नियोक्ताओं) (यदि कोई है) से कोई प्रतिकूल रिपोर्ट प्राप्त होती है.

Adverse report from your previous employer(s) (if any) including termination of service for reasons including but not limited to non-satisfactory performance only,

8. आपकी सेवाएं बिना किसी नोटिस अथवा उसके बदले में कोई मुआवजा दिये बिना तत्काल समाप्त की जा सकती हैं.

Your appointment is also liable to be terminated forthwith without any notice or compensation in lieu of notice.

- (i) यदि आपके द्वारा प्रस्तुत घोषणा/विवरण/जानकारी किसी भी समय गलत या असत्य पाई जाती है अथवा कोई महत्वपूर्ण जानकारी छिपाई गयी पाई जाती है.

If any declaration/statement/information furnished by you is found to be false or untrue or if any material information is found to be suppressed by you.



- (ii) यदि आप संविदात्मक अवधि के दौरान बैंक को कोई सूचना दिए बिना लगातार दस दिनों तक इयूटी से अनुपस्थित रहते हैं तो यह समझा जाएगा कि आपने बैंक में अपना पद छोड़ दिया है।  
In the event of your remaining absent from the duties for a continuous period for ten days without any intimation to the Bank during the contractual period, you will be deemed to have vacated your post in the Bank.
9. आपको हिंदी का कार्यसाधक ज्ञान प्राप्त करना अनिवार्य है।  
You must acquire working knowledge of Hindi.
10. किसी विसंगति के मामले में अंग्रेजी पाठ अभिभावी होगा।  
In case of any discrepancies, the English version shall prevail.

भवदीय / Yours faithfully,



उप महा प्रबंधक / Deputy General Manager  
(मानव संसाधन / Human Resources)

संलग्न : यथोक्त.

Encl. : As above.



**अनुबंध - I / ANNEXURE-I**

पूर्णतः संविदा आधार पर एकजीक्यूटिव के पद हेतु ऑफर पत्र  
के हिस्से के रूप में निबंधन व शर्तें

**Terms and conditions forming part of the offer letter for the post of  
Executive on purely contractual basis**

**(यह ऑफर पत्र का अभिन्न हिस्सा है /This forms integral part of offer letter)**

1. **कार्य की जिम्मेदारी** : आप फ्रंट/ बैंक ऑफिस के कार्यकलापों / कार्यों जैसे कि टेलर सेवा एकजीक्यूटिव / ग्राहक सेवा एकजीक्यूटिव / दस्तावेज एकजीक्यूटिव तथा शाखा बैंकिंग / परिचालन / बैंकएशुरेंस में इसी प्रकार की अन्य भूमिकाओं के लिए और बैंक द्वारा अपने विवेकानुसार समय-समय पर दिए / सौंपे गए इस प्रकार के अन्य कार्यों के लिए प्राथमिक रूप में जिम्मेदार रहेंगे.

**Job responsibility:** Primarily responsible for front /back office activities/job functions like Teller Service Executives/Customer Service Executives/Document Executives and other roles of similar nature in branch banking/operations/ Bancassurance and such other jobs, which the Bank, in its sole discretion, may assign/entrust from time to time.

2. **संविदा की अवधि** : संविदा की प्रारंभिक अवधि संविदा आधार पर सेवा में आने की तारीख से 1 वर्ष के लिए होगी. बैंक संतोषजनक कार्य-निष्पादन, छुट्टी अभिलेख, नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना तथा अन्य मानदंडों, जो बैंक द्वारा स्वविवेकानुसार निर्धारित किए जाए, के आधार पर और रिक्तियाँ उपलब्ध होने पर अपने विवेकाधिकार से इस संविदा को वर्ष-दर-वर्ष आधार पर बढ़ा सकता है. इसके अलावा, बैंक संविदा को पुनः नवीकरण करने का अधिकार (कोई बाध्यता नहीं) अपने पास सुरक्षित रखता है. संविदा, बैंक में संविदात्मक सेवा में कार्यग्रहण की तारीख से तीन वर्ष से अधिक समय के लिए नवीकृत नहीं की जाएगी. किसी भी स्थिति में यह संविदा बैंक में नियमित रोजगार के लिए अथवा सेवा की संविदा के नवीकरण के लिए दावा करने का अधिकार प्रदान नहीं करेगा.

**Period of contract** : Initial period of contract would be for one year from the date of joining the contractual service. The Bank, at its sole discretion, may offer to renew the contract on year-to-year basis, subject to satisfactory performance, leave record, completion of assigned mandatory e-learning certifications within stipulated timelines and such other parameters or criteria as may be decided by the Bank at its sole discretion and also availability of vacancies. Further, the Bank reserves the right (and not an obligation) to further renew the contract. The contract shall not be renewed beyond a period of three years from the date of joining the contractual service in the Bank. Under no circumstances, the contract would confer any claim for regular employment in the Bank or for renewal of the contract of service.

3. **संविदा की समाप्ति** : यह संविदा बैंक द्वारा नवीकृत न करने की स्थिति में अपना समय पूरा होने पर स्वतः समाप्त हो जाएगी और बैंक के लिए यह आवश्यक नहीं होगा कि वह सेवाओं की समाप्ति के बारे में कोई औपचारिक आदेश जारी करे अथवा इस संबंध में कोई पूर्वसूचना दे. इस संविदा को कोई भी पक्ष



एक महीने की लिखित पूर्वसूचना देकर समाप्त कर सकता है. बैंक सूचना अवधि के बदले में एक महीने का निर्धारित पारिश्रमिक देकर इस संविदा को तत्काल समाप्त करने का अधिकार अपने पास सुरक्षित रखता है. इस संविदा को समाप्त करने पर कोई क्षतिपूर्ति अदा नहीं किया जाएगा.

**Termination of contract:** The contract shall expire by efflux of time, if not renewed by the Bank and the Bank shall be under no obligation to issue a formal order of termination or to give any prior notice in this regard. The contract can also be terminated by either party by giving one month's prior written notice. The Bank reserves the right to terminate the contract with immediate effect by paying one month's fixed remuneration in lieu of the notice period. No compensation whatsoever is payable on termination of the contract.

4. **सेवा में शामिल करने की संभावना:** 3 वर्षों की संविदा सेवा के दौरान संतोषजनक कार्यनिष्पादन, छुट्टी रिकॉर्ड, ईआर क्लियरेंस पाए जाने पर और नियत समय के भीतर निर्दिष्ट अनिवार्य ई-लर्निंग प्रमाणपत्र को पूरा करना और बैंक में रिक्तियां होने पर इस प्रकार से नियुक्त उम्मीदवार बैंक द्वारा निर्धारित चयन प्रक्रिया के माध्यम से ही सहायक प्रबंधक ग्रेड 'ए' (सहायक प्रबंधक) के रूप में बैंक की सेवा में लिए जा सकते हैं. केवल 3 वर्षों के लिए संविदा के नवीकरण से या संविदा आधार पर 3 वर्ष की सेवा पूरी करने से कोई उम्मीदवार सहायक प्रबंधक के रूप में बैंक की सेवा में लिए जाने के लिए पात्र नहीं माना जाएगा.

**Possibility of future appointment:** Subject to satisfactory performances, leave records, ER clearance during 3 (three) years of contractual services and completion of assigned mandatory e-learning certifications within stipulated timelines as also subject to availability of vacancies, such appointees would be eligible for appointment as Assistant Manager - Grade 'A' (AM) *only through a selection process as may be decided by the Bank*. Mere renewals of contract for 3 years or serving 3 years of contractual term shall not ipso-facto render an appointee eligible for appointment as AM.

5. **संविदा की अवधि में नियत पारिश्रमिक :** प्रारंभिक एक वर्ष के लिए रु.29,000/- प्रतिमाह का समेकित नियत पारिश्रमिक अदा किया जाएगा जिसमें से लागू नियमों के अंतर्गत सांविधिक कटौती/कटौतियों की जाएंगी. यदि बैंक इस संविदा का नवीकरण करता है तो उपर्युक्त समेकित नियत पारिश्रमिक को बढ़ाकर बैंक की सेवा में आने की तारीख से पहले वर्ष तथा दूसरे वर्ष के पूरा करने पर क्रमशः रु. 31,000/- प्रतिमाह और रु. 34,000/- प्रतिमाह कर दिया जाएगा. संविदा पर नियुक्त उम्मीदवार बैंक के पूर्णकालिक / अंशकालिक कर्मचारियों के लिये लागू अन्य किसी भत्ते (चिकित्सा सहित), परिलब्धियों, लाभों तथा अन्य सुविधाओं के लिए पात्र नहीं होंगे.

**Fixed remuneration during contractual period:** A consolidated fixed remuneration of Rs.29,000/- per month subject to statutory deduction/s under applicable laws will be paid for initial one year. If the Bank renews the contract, the above consolidated fixed remuneration will be increased to Rs. 31,000/- per month and Rs. 34,000/- per month on completion of the 1<sup>st</sup> year and 2<sup>nd</sup> year respectively from the date of joining the Bank. The appointee shall not be entitled to any other allowances (including medical), perquisites, benefits and other facilities which are applicable to full time/part time permanent employees of the Bank.





6. छुट्टी / Leave:

- (i) आनुपातिक आधार पर वर्ष में 20 (बीस) दिन की छुट्टियों पर विचार किया जाएगा. छुट्टी नकदीकरण का लाभ / की सुविधा उपलब्ध नहीं होगी. तथापि, संविदा की अवधि की समाप्ति / समाप्त किए जाने पर यदि कोई छुट्टी संचित है तो बैंक उसके नकदीकरण पर विचार करेगा तथा यह पूरी तरह बैंक के विवेकाधिकार पर निर्भर करेगा.

20 (twenty) days in a year on pro-rata basis will be considered. Benefit/facility of leave encashment will not be available. However, accumulation of leave, if any, at the end of contract/termination, would be considered for encashment at the sole discretion of the Bank.

- (ii) (क) एक्जिक्यूटिव/ नियुक्त कर्मचारी तीन वर्ष की अपनी पूरी संविदागत अवधि के दौरान अधिकतम छह माह की अवधि के लिए एक बार मातृत्व छुट्टी (एमएल) के लिए भी पात्र होंगी. वे प्रसव की अनुमानित तारीख से आठ सप्ताह पहले छुट्टी नहीं ले पाएंगी.

(a) Executives/Appointees are also eligible for Maternity Leave (ML) not exceeding six months only once during the entire contractual service period of three years. Not more than eight weeks shall precede the date of her expected delivery.

(ख) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि बैंक में ग्रेड 'ए' अधिकारी के रूप में उनकी नियुक्ति नहीं की गई है तो ऐसे एक्जिक्यूटिव की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं तथा संविदा की समाप्ति मातृत्व छुट्टी के समाप्त होने पर होगी.

(b) In case, where the Executive / Appointee has proceeded on ML in the third year and there is a situation wherein she is not appointed as an officer in Grade "A" in the Bank, the contract period of such executive would be extended beyond the contract last date up to the period she is on ML as per eligibility and the contract shall come to an end on expiry of ML.

(ग) ऐसे मामले में जहां एक्जिक्यूटिव/ नियुक्त कर्मचारी तीसरे वर्ष में मातृत्व छुट्टी (एमएल) पर जा चुकी हैं और ऐसी स्थिति है कि वे बैंक में ग्रेड 'ए' अधिकारी के रूप में नियुक्ति के लिए लिखित परीक्षा और साक्षात्कार दोनों ही पास कर चुकी हैं तो ऐसे एक्जिक्यूटिव/ नियुक्त कर्मचारी की संविदागत अवधि की अंतिम तारीख को उस अवधि तक बढ़ा दिया जाएगा जिस अवधि तक वे पात्रता के अनुसार मातृत्व छुट्टी पर हैं और ग्रेड 'ए' के रूप में नियुक्ति एक्जिक्यूटिव/ नियुक्त कर्मचारी द्वारा बैंक द्वारा निर्धारित अवधि के भीतर वापस इयूटी पर रिपोर्ट करने के बाद ही प्रभावी होगी तथा यह नियुक्ति अन्य पात्रता मानदंडों को पूरा करने के अधीन होगी.

(c) In case, where the Executive / Appointee has proceeded on ML in the third year of contract and there is a situation where she has cleared the written test and interview for appointment as officer in Grade "A" in the Bank, the contract period of such Executive / Appointee would also be extended beyond the contract last date up to the period she is on ML as per eligibility and the appointment as Grade "A" will be effective only after the Executive / Appointee reports





back to duty within the period as may be prescribed by the Bank and also subject to satisfying other eligibility criteria.

- (iii) कोई अन्य प्रकार की छुट्टी अनुमत/ स्वीकार्य नहीं है. कोई अन्य अनुपस्थिति मासिक क्षतिपूर्ति (निर्धारित पारिश्रमिक) से कटौती के अधीन होगी.

No other type of leave is permissible / admissible. Any other absence will result in pro-rata deductions from monthly compensation (Fixed remuneration).

7. यात्रा/ विराम भत्ता : बैंक के मौजूदा नियमों के अनुसार ही यात्रा / विराम भत्ता अदा किया जाएगा.

**Travelling/Halting Allowance:** The Travelling/Halting Allowance will be paid as per the extant Rules of the Bank.

8. अधिवर्षिता लाभ : चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है, नियुक्त उम्मीदवार किसी भी प्रकार के अधिवर्षिता लाभ के लिए पात्र नहीं होगा. यह स्पष्ट किया जाता है कि नियुक्त उम्मीदवार किसी उपदान, भविष्य निधि अथवा पेंशन संबंधी लाभ पाने के लिए हकदार नहीं होगा. बाद में यदि नियुक्त उम्मीदवार को बैंक की नियमित पूर्णकालिक सेवा (सहायक प्रबंधक) में शामिल किया जाता है तो उनके द्वारा संविदा के आधार की गई सेवा अवधि की गणना अधिवर्षिता लाभ के लिए शामिल नहीं की जायेगी.

**Superannuation benefits:** The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service of 1, 2 and/or 3 years would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee (Assistant Manager) at a later stage.

9. नयी पेंशन योजना (एनपीएस) में पात्रता: एकजीक्यूटिव के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्ति आईडीबीआई बैंक लिनिई पेंशन योजना (आईबीएलएनपीएस) . नियमावली,के अंतर्गत 2011 निर्धारित अंशदान पेंशन योजना द्वारा, समय समय पर यथा संशोधितअनुसार अशोधित/, शासित होगी.

**Coverage under New Pension Scheme (NPS):** During the Contractual Period with IDBI Bank as an Executive, the appointee shall be governed by Defined Contribution Pension Scheme under IDBI Bank Ltd New Pension Scheme (IBLNPS) Rules, 2011, as amended/ modified from time to time.

10. वरिष्ठता : चूंकि यह नियुक्ति पूर्णतः संविदा आधार पर है, इसीलिए इसके अंतर्गत नियुक्त उम्मीदवारों की कोई परस्पर वरिष्ठता सूची नहीं होगी.

**Seniority:** The engagement being purely on contractual basis, the appointee will not have any inter-se seniority.

11. प्रशिक्षण: नियुक्त उम्मीदवार को बैंक द्वारा समय-समय पर निर्धारित प्रशिक्षण प्राप्त करना होगा.

**Training:** The appointee will be required to undergo such training as may be prescribed by the Bank from time to time.

12. आचरण और अनुशासन : नियुक्त उम्मीदवार पर आईडीबीआई लि. अधिकारी आचरण नियमावली, 2006 और आईडीबीआई लि. अधिकारी अनुशासन और अपील नियमावली, 2006 लागू होगी.



**Conduct and discipline:** The appointee shall be governed by IDBI Ltd. Officers' Conduct Rules, 2006 and IDBI Ltd. Officers' Discipline & Appeal Rules, 2006.

13. **दुर्घटना बीमा सुरक्षा:** "एकजीक्यूटिव" के रूप में आईडीबीआई बैंक के साथ संविदा अवधि के दौरान आपकी नियुक्तिआईडीबीआई बैंक कर्मचारी समूह जीवन बीमा योजना द्वारा शासित होगी.

**Accidental Insurance Cover:** During the Contractual Period as an "Executive" with IDBI Bank the appointee shall be covered under IDBI Bank Employees' Group Life Insurance Scheme.

14. **दुर्घटना बीमा सुरक्षा:** संविदा अवधि के दौरान आप फ्लोटर मेडीक्लेम जीवन बीमा के रूप में चिकित्सा सुविधा हेतु पात्र होंगे.

**Reimbursement towards medical:** The appointee during the Contractual Period shall be eligible for Medical Facilities in the form of Floater Mediclaim Insurance.

15. **अन्य लाभ :** बैंक की मौजूदा नीतियों और बैंक द्वारा समय-समय पर जारी किए गए परिपत्रों के अनुसार एकजीक्यूटिव (संविदा पर) को अनुमत कोई अन्य लाभ / सुविधाएं / परिलब्धियां दी जाएंगी.

**Other benefits:** They will be extended with any other benefits / facilities / perquisites as admissible to Executives (on contract) as per the extant policies and circulars issued from time to time by the Bank.

16. **अन्य मामले :** बैंक का निर्णय अंतिम तथा बाध्यकारी होगा.

**Residuary Matter :** The decision of the Bank shall be final and binding.

टिप्पणी : किसी प्रकार की अस्पष्टता के मामले में अंग्रेजी पाठ अभिभावी होगा.

Note : In case of any ambiguity, the English version will prevail.



**अनुबंध II / ANNEXURE II**

**एक्जीक्यूटिव पद के लिए पात्रता मानदंड /Eligibility criteria for the post of Executive**

Sr.No.	Particulars	Eligibility Criteria for the candidates appearing for campus placement												
1.	Educational Qualifications	Commerce Graduate (B.Com) / Management Graduate (BBA / BBM) / Bachelor of Management Studies (BMS) with minimum of 60 % percent marks (55% for SC/ST) in aggregate of all 3 years / semesters.												
2.	Age  (as on the cut-off date November 1, 2020)	<p>Minimum : 20 years and Maximum : 25 years i.e. candidate should have been born not earlier than 02.11.1995 and not later than 01.11.2000 (both dates inclusive)</p> <p>Relaxation in upper age limit:</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Category</th> <th>Age Relaxation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SC/ST</td> <td>5 years</td> </tr> <tr> <td>2.</td> <td>OBC (Non Creamy Layer)</td> <td>3 years</td> </tr> <tr> <td>3.</td> <td>PWD</td> <td>10 years</td> </tr> </tbody> </table>	Sr.No.	Category	Age Relaxation	1.	SC/ST	5 years	2.	OBC (Non Creamy Layer)	3 years	3.	PWD	10 years
Sr.No.	Category	Age Relaxation												
1.	SC/ST	5 years												
2.	OBC (Non Creamy Layer)	3 years												
3.	PWD	10 years												
3.	Selection Process	Selection process would comprise of Group Discussion (GD) and Personal Interview (PI) of the candidates qualified in GD.												
4.	Other Requirements	<p>Appointment of the candidate is subject to their passing the examination of the relevant course in the first attempt i.e. they should have completed the course within the academic session (2018-21) failing which the offer of IDBI Bank would stand automatically withdrawn/cancelled.</p> <p>Applicable guidelines in respect of reservation would be followed.</p> <p>The candidate shortlisted in PI would undergo pre-recruitment medical checkup and their appointment in the Banks service is subject their being found Medically fit.</p>												





अनुबंध / ANNEXURE - III

नियुक्ति / कार्यग्रहण के लिए रिपोर्ट करते समय  
लाये जाने वाले प्रमाणपत्र तथा उनकी अनुप्रमाणित प्रतिलिपियां  
Certificates and attested copies thereof to be brought at  
the time of reporting for appointment/joining

1. आयु के सबूत का प्रमाणपत्र - स्कूल छोड़ने का प्रमाणपत्र और एस.एस.सी. प्रमाणपत्र या जन्म प्रमाणपत्र.  
Certificates in proof of age - School Leaving Certificate or S.S.C. Certificate or birth certificate.
2. स्नातक और स्नातकोत्तर स्तर के लिए विश्वविद्यालय/संस्था द्वारा दिये गये डिग्री प्रमाणपत्र/अंतिम डिग्री प्रमाण पत्र.  
Degree Certificates/Provisional Degree Certificates awarded by University/Institutes for graduate and post-graduate level.
3. एस.एस.सी., एच.एस.सी., स्नातक और स्नातकोत्तर परीक्षा की अंक सूचियां (वर्ष वार और सेमेस्टर वार की सभी अंक सूची).  
Marksheet of S.S.C., H.S.C., Graduation Degree(s) and post graduation. (individual marksheet for all years or all semesters)
4. सक्षम प्राधिकारी से जाति प्रमाणपत्र - (एससी/एसटी/ओबीसी उम्मीदवारों के मामले में), फॉर्मेट संलग्न (परिशिष्ट I और II)  
Caste Certificate from a competent authority - (in the case of SC/ST/OBC candidates). Format enclosed (Appendix I and Appendix II).
5. सक्षम प्राधिकारी से चिकित्सा प्रमाणपत्र (शारीरिक रूप से विकलांग उम्मीदवारों के लिए), फॉर्मेट संलग्न (परिशिष्ट III)  
Medical Certificate from the Competent Authority (in case of person with disabilities) Format enclosed (Appendix III).
6. अनुभव प्रमाणपत्र में (क) कार्यग्रहण की तारीख (ख) कार्यग्रहण के समय पदनाम (ग) अधिकारी के पद पर पदोन्नति की तारीख (यदि अधिकारी के रूप में कार्यग्रहण न किया गया हो ) (घ) आवेदन पत्र में दिए गए अनुसार सभी पिछले नियोक्ताओं तथा वर्तमान नियोक्ता से सेवात्याग / कार्यमुक्त होने की तारीख और संगठन छोड़ते समय पदनाम का स्पष्ट उल्लेख होना चाहिए. अनुभव प्रमाणपत्र संगठन के सक्षम प्राधिकारी/एचआरडी द्वारा जारी होना चाहिए.  
Experience certificate should clearly indicate (a) date of joining, (b) designation at the time of joining, (c) date of promotion to the post of an officers (if initially joined as other than an officer), (d) date of leaving / relieving and designation at the time of leaving the organization from all the previous, as also present employer as indicated in the application form. Experience certificate should be issued by the competent authority/HRD of the organization.
7. वर्तमान नियोक्ता से कार्यमुक्त होने का प्रमाणपत्र (नियुक्ति के समय प्रस्तुत किया जाए), यदि लागू हो.  
Original relieving certificate from the present employer (To be produced at the time of appointment), if applicable.
8. पासपोर्ट आकार के हाल के दो फोटोग्राफ  
Two copies of recent passport size photograph.
9. यदि उम्मीदवार के विभिन्न प्रमाणपत्रों में उनके नाम की वर्तनी अलग-अलग है तथा/या उम्मीदवार का नाम उसके प्रमाणपत्रों में पद के लिए बैंक के पास प्रस्तुत आवेदन फार्म में वर्णित नाम से अलग है तो विधिवत् स्टाम्पित (जहां शपथ ली जा रही है वहां के स्थानीय स्टाम्प अधिनियम के



प्रावधानों के अनुसार) तथा नोटरी या सरकार द्वारा नियुक्त विशेष कार्यकारी मजिस्ट्रेट या आयुक्त के समक्ष निष्पादित शपथ-पत्र.

An affidavit duly stamped (as per the provisions of the local Stamp Act where affidavit is being sworn) and executed before a Notary or Special Executive Magistrate or Commissioner appointed by the Govt. if there is a variation in the candidate's name spelt out in his/her various certificates/testimonials **and/or** If the candidate's name as appearing in his/her certificates/testimonials differs from the name that is indicated in the Bank's application form for the post.

10. दो रेफरी प्रमाणपत्र (सभी मूल प्रति में)  
Two Referee certificates (all in original).

.....



**APPENDIX I**  
**Form of Caste Certificate**

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his/her claim

1. This is to certify that Shri/Shrimati/Kumari ..... son/daughter\* of ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... belongs to the ..... Caste/Tribe\* which is recognized as

a Scheduled Caste/Scheduled Tribe\* under :

- The Constitution (Scheduled Castes) Order, 1950;
- The Constitution (Scheduled Tribes) Order, 1950;
- The Constitution (Scheduled Castes) (Union Territories) Order, 1951;
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956; the Bombay Reorganization Act, 1960; The Punjab Reorganization Act, 1966; The State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971, the (Constitution) Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; the Constitution (Scheduled Tribes) Order (Amendment) Act, 1987; the Constitution (Scheduled Tribes) Order Amendment Act, 1991; and the Constitution (Scheduled Tribes) Order Second Amendment Act, 1991)

- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- The Constitution (Sikkim) Scheduled Castes Order, 1978;
- The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

2. Shri/Shrimathi\*/Kumari\* ..... and/or\* his/her\* family ordinarily reside(s) in village/town\* ..... of ..... District/division\* of the State/Union Territory\* of .....

Signature: .....  
Designation: .....  
(With seal of office)

Place ..... State .....  
Date ..... Union Territory .....

Note: The form "Ordinarily resides" used here will have the same meaning in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words, which are not applicable.  
No. F.101/30/94-SCT (B) dated 10.4.1995



APPENDIX I (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- 1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
- 2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar
- 4) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

**Note:-**

- No.7/7/00-SCT (B) 1) In so far as the Scheduled Tribes community Tamil Nadu is concerned the certificate given dated 11.6.1990 by the Revenue Divisional Officer instead of Tehsildar should only be accepted.
- No.F.1/22/95-SCT (B) dated 20.11.1995
- F.No.102/9/2/87-SCT (B) 2) Caste certificates issued by Mandal Revenue Officers in Andhra Pradesh may be accepted dated 10.3.1988 as they are equivalent to the status of Tehsildar.
- No.101/2/91-SCT (B) 3) Collector, South 24-Paraganas having his jurisdictions besides in South 24-Praganas over dated 2.12.1991 the entire area covered by the 35 Police stations under the jurisdiction of Commissioner of Police, Calcutta is empowered to issue SC/ST certificate to the applicants who and whose families ordinarily reside within the area covered by 35 Police Stations under the jurisdiction of Commissioner of Police, Calcutta.
- No.101/5/89-SCT (B) 4) In the State of Karnataka only, the clarification regarding Caste status of Korava/Koravi dated 23.3.1990 community may be referred to Inspector General of Police, CID CRE Cell Bangalore for Investigation and report. There is no need to make any separate reference to the Magistrate of the District concerned in such cases.
- No.7/18/89-SCT (B) 5) The SC/ST certificates issued by the Gazetted Officers, Members of Legislative Assemblies, dated 26.3.1990 Members of Parliament, District Organisers, District Welfare Officers etc. cannot be accepted for the purpose of employment in the Bank.
- F.No.1/15/81-SCT (B) dated 19.2.198
- No.101/11/90-SCT (B) 6) Judicial Magistrates are not authorized to issue SC/ST certificates. dated 26.3.1990



APPENDIX – II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT  
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that \_\_\_\_\_ son of  
\_\_\_\_\_ of village \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the \_\_\_\_\_ State  
\_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized  
as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated 10th September, 1993, published in the Gazette of India, Extraordinary Part – I, Section 1, No.186, dated the 13th September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No.12011/44/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri \_\_\_\_\_-and/or his family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections  
(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training,  
O.M. No.36012/22/93-Estt.(SCT), dated 8.9.1993.

Signature:

(Name & Designation Date of the Issuing authority)

Seal

\*Strike out whichever is not applicable.

NB – (a) The term 'Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of  
the People's Act, 1950.





APPENDIX – II (a)

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE OF VERIFICATION**

- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/first Class Stipendiary Magistrate Sub-Divisional magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Stipendiary Magistrate)
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tehsildar; and
- iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



**APPENDIX III**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is to certify that Shri / Smt / Kum \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
 sex \_\_\_\_\_ identification mark (s) \_\_\_\_\_ is suffering from permanent  
 disability of following category :



- A. Locomotor or cerebral palsy:**
- (i) BL-Both legs affected but not arms
  - (ii) BA-Both arms affected
  - (iii) BLA-Both legs and both arms affected
  - (iv) OL-One leg affected (right or left)
  - (v) OA-One arm affected
  - (vi) BH-Stiff back and hips (Cannot sit or stoop)
  - (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision:**
- (i) B-Blind
  - (ii) PB-Partially Blind
- C. Hearing Impairment:**
- (i) D-Deaf
  - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive /likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Sh./Smt./Kum \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties.

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by Kneeling and crunching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) B-can perform by sitting.                       | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Member  
 Medical Board

(Dr. \_\_\_\_\_)  
 Chairperson  
 Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

Strike out which is no applicable.



APPENDIX IV

EXPERIENCE CERTIFICATE  
(ON LETTER HEAD OF THE COMPANY/ ORGANIZATION)

This is to certify that Shri/Smt/Kum..... joined the services of the organization as .....(Designation/post held) on .....(Date of Joining). We confirm that the said post belongs to officer/manAGERIAL cadre. His/her subsequent promotions, with period of service, if any, are as under. (List out)

- 
- 
- 
- 
- 

His/her resignation has been accepted and he/she stands relieved from the services of the Organization at the close of the office hours on ..... (Date of Relieving)

Name .....

Designation & Department.....

.....

Rubber Stamp

Date:

Place:

**Note:**

The certificate should be issued by the competent authority on the letterhead of the company /organisation and also a copy of offer letter from the said company/organization should be attached with the same for submission to the Bank.



**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

**रेफरी/ Referee No: 1**

I. उम्मीदवार का नाम :

Name of the Candidate

II. आवेदित पद :

Applied for the post of

1. क्या उम्मीदवार आपके परिचित हैं? Is the candidate known to you? :      हाँ / Yes      नहीं / No

2. यदि हाँ, तो कृपया अवधि बताएं. :      वर्ष      महीने  
If so, kindly state the period      Years      Months

3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या, उन्हें कभी, गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.

4. क्या आप उम्मीदवार के परिवार को जानते हैं? :

Is the family of the candidate known to you ?

5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था?

Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law ?

6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा.

Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution ?

7. क्या उम्मीदवार आपका रिश्तेदार हैं? Is the candidate related to you ?

मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :

नाम/Name :

पद/Post :

पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :





**रेफरी से प्राप्त किये जाने वाले रिपोर्ट का प्रोफार्मा / PROFORMA OF REPORT TO BE OBTAINED FROM REFEREES**

रेफरी/ Referee No: 2

- i. उम्मीदवार का नाम :  
Name of the Candidate
- ii. आवेदित पद :  
Applied for the post of
1. क्या उम्मीदवार आपके परिचित हैं ? Is the candidate known to you ? :      हाँ / Yes      नहीं / No
2. यदि हाँ, तो कृपया अवधि बताएं. :      वर्ष      महीने  
If so, kindly state the period      Years      Months
3. आपके अधिकतम ज्ञान और जानकारी के अनुसार क्या, :  
उन्हें कभी, गिरफ्तार किया गया था/उनके विरुद्ध कोई मुकदमा चलाया गया था/उन्हें कारावास में रखा गया अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था ?  
Whether to the best of your knowledge and information, He/She was ever arrested/ prosecuted/kept under detention or convicted by a Court of Law.
4. क्या आप उम्मीदवार के परिवार को जानते हैं ? :  
Is the family of the candidate known to you ?
5. क्या उम्मीदवार के परिवार के किसी सदस्य की कभी गिरफ्तारी हुई थी/उन्हें कारावास में रखा गया था अथवा न्यायालय द्वारा उन्हें दोषी ठहराया गया था ? :  
Has any member of the candidate's family ever been arrested/kept under detention or convicted by a Court of Law ?
6. क्या आप किसी ऐसी परिस्थिति की जानकारी रखते हैं जिससे उम्मीदवार को बैंकिंग संस्था में नियुक्ति के लिए अनुपयुक्त ठहराया जाएगा. :  
Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution ?
7. क्या उम्मीदवार आपका रिश्तेदार हैं ? Is the candidate related to you ? :  
मैं प्रमाणित करता हूँ कि मेरे अधिकतम ज्ञान और विश्वास के अनुसार ऊपर दी गयी जानकारी

सही है तथा श्री/श्रीमती/कु. \_\_\_\_\_ का नैतिक चरित्र अच्छा है.

I certify that the above information is correct to the best my knowledge and belief and that Shri/Smt./Kum. \_\_\_\_\_ bears a good moral character.

हस्ताक्षर/Signature :

नाम/Name :

पद/Post :

पता/Address (with pincode) :

दिनांक / Date :

स्थान / Place :





Sarang Bhola &lt;sarangbhola@gmail.com&gt;

## Acme Infovision Sys. Pvt. Ltd - Selected student list.

2 messages

**mahesh mohite** <maheshmohite88@gmail.com>

Mon, May 31, 2021 at 3:24 PM

To: sarangbhola@gmail.com

Cc: "Kailas Bhat, Acme Infovision Systems Pvt.Ltd." &lt;kailas.b@acmeinfovision.com&gt;, Kailas Bhat &lt;kailasbhat@yahoo.com&gt;

Respected Dr. Sarang Bhola Sir,

With reference to discussion , here I am Sending List of selected Students in Placement drive , Please check. For any query please call.

- 1) Raut Nitin Vijay.
- 2) Deshpande Subodh Nitin.
- 3) Gurav Aniket Dattatray.
- 4) Sakunde Saurabh Chandrakant.
- 5) Ingawale Saurabh Chandrakant.

**Thanks & Regards,**

**Mahesh Mohite**

**Infinity Sales**

**Acme Infovision Systems Pvt. Ltd.**

P 4/4, IT Park M.I.D.C. Satara - 415004

Email : mahesh.mohite88@gmail.com

Cell : +91 8380098985

**Dr. Sarang Bhola** <sarangbhola@gmail.com>

Mon, May 31, 2021 at 6:26 PM

To: mahesh mohite &lt;maheshmohite88@gmail.com&gt;

Dear Mahesh Mohite Sir,  
Thank you for your valuable mail,

Regards,

Sarang Bhola

(Quoted text hidden)

Dr. Sarang Bhola  
Associate Professor,  
Karmaveer Bhaurao Patil Institute  
of Management Studies & Research,  
Satara - 415015  
Cell: 09822124414

Slideshare : <http://www.slideshare.net/sarangbhola>

ResearchGate: [https://www.researchgate.net/profile/Sarang\\_Bhola](https://www.researchgate.net/profile/Sarang_Bhola)

Google Scholar: <https://scholar.google.co.in/citations?user=iMsjOToAAAAJ&hl=en>

I don't use people to make great research; I use research to make great people.....

Regards,

Sarang



9/24/2021, 4:56 PM

HRD/InfosysBPM/1002379687

08-September-2021

Ms. Ankita Digambar Inamake

SF-1, SHRI SAMARTH RESIDENCY, INDALKAR-PATIL NAGAR, MHASAVE ROAD, KARANJE  
TURF, SATARA

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Ankita Digambar Inamake,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a) Role	:	Process Executive
b) Role designation	:	Process Executive
c) Job Level	:	2B
d) Date of Joining	:	13-September-2021
e) Location of Posting	:	Pune
f) Gross Salary per month	:	Rs. 16944/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs. 1000 with your 2nd month's salary.

Ms. S S Bhoir  
Placement Cell  
9/9/21

Rayat Shikshan Sanstha's  
Karmaveer Bheerao Patil Institute Of  
Management Studies & Research Satara  
Inward No 157  
Date - 9/09/2021

Company Confidential

Sign your name

HRD/InfosysBPM/1002471798

17-September-2021

Ms. Arya Vasudeo Karambelkar

22, Vyankatpura peth near mangalwar tale, Satara.

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Arya Vasudeo Karambelkar,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                               |   |                          |
|----|-------------------------------|---|--------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b> |
| b) | <b>Role designation</b>       | : | <b>Process Executive</b> |
| c) | <b>Job Level</b>              | : | <b>2B</b>                |
| d) | <b>Date of Joining</b>        | : | <b>21-September-2021</b> |
| e) | <b>Location of Posting</b>    | : | <b>Pune</b>              |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 16944/-</b>       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs. 1000 with your 2nd month's salary.

Dr. S S Bhole  
Placement Cell  
18/9/2021



Company Confidential

Sign your name



HRD/InfosysBPM/1002331988

24-August-2021

Ms. Disha Pravin Kate

A/P Dhoroshi Tal-Patan Dist-Satara 415014

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Disha Pravin Kate,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                               |   |                          |
|----|-------------------------------|---|--------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b> |
| b) | <b>Role designation</b>       | : | <b>Process Executive</b> |
| c) | <b>Job Level</b>              | : | <b>2B</b>                |
| d) | <b>Date of Joining</b>        | : | <b>27-August-2021</b>    |
| e) | <b>Location of Posting</b>    | : | <b>Pune</b>              |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 16944/-</b>       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

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- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.



HRD/InfosysBPM/1002388164

08-September-2021

Mr. Gandhar Sandesh Kurlekar

848, Shaniwar Peth, Satara

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Gandhar Sandesh Kurlekar,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                               |   |                          |
|----|-------------------------------|---|--------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b> |
| b) | <b>Role designation</b>       | : | <b>Process Executive</b> |
| c) | <b>Job Level</b>              | : | <b>2B</b>                |
| d) | <b>Date of Joining</b>        | : | <b>13-September-2021</b> |
| e) | <b>Location of Posting</b>    | : | <b>Pune</b>              |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 16944/-</b>       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them:

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

Dr. S. S. Bhoir  
Placement cell  
[Signature]  
9/9/21

Rayat Shikshan Sanstha's  
Karmaveer Bhaurao Patil Institute Of  
Management Studies & Research Satara  
Inward No 157  
Date - 9/9/2021

Company Confidential

Sign your name

HRD/InfosysBPM/1002331533

24-August-2021

Ms. Mayuri Jitendra Jadhav

At Nele post kidgaon tal and dist satara

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Mayuri Jitendra Jadhav,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                               |   |                          |
|----|-------------------------------|---|--------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b> |
| b) | <b>Role designation</b>       | : | <b>Process Executive</b> |
| c) | <b>Job Level</b>              | : | <b>2B</b>                |
| d) | <b>Date of Joining</b>        | : | <b>27-August-2021</b>    |
| e) | <b>Location of Posting</b>    | : | <b>Pune</b>              |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 16944/-</b>       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.



HRD/InfosysBPM/1002379616

08-September-2021

Ms. Namrata Pawar

Shahunagar godoli satara

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Namrata Pawar,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                               |   |                          |
|----|-------------------------------|---|--------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b> |
| b) | <b>Role designation</b>       | : | <b>Process Executive</b> |
| c) | <b>Job Level</b>              | : | <b>2B</b>                |
| d) | <b>Date of Joining</b>        | : | <b>13-September-2021</b> |
| e) | <b>Location of Posting</b>    | : | <b>Pune</b>              |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 16944/-</b>       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
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**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.



**256**



HRD/InfosysBPM/1002570991

28-September-2021

Mr. Sanket Kisan Sanas

At.Vasole, post Wadhe, Taluka- District Satara 415001

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Sanket Kisan Sanas,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                        |   |                   |
|----|------------------------|---|-------------------|
| a) | Role                   | : | Process Executive |
| b) | Role designation       | : | Process Executive |
| c) | Job Level              | : | 2B                |
| d) | Date of Joining        | : | 30-September-2021 |
| e) | Location of Posting    | : | Pune              |
| f) | Gross Salary per month | : | Rs. 16944/-       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

Dr. S. S. Bhole  
Placement cell  
*[Signature]*  
30/9/2021

**Rayat Shikshan Sanstha's**  
Karmaveer Bhausaheb Patil Institute Of  
Management Studies & Research Satara  
Inward No 194/2021-22  
Date - 30/09/2021.

Company Confidential

Sign your name

**Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1<sup>st</sup> - 30<sup>th</sup> /31<sup>st</sup> of the previous month)

**Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

**Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

**Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

**Shift 3:**

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

**Shift 4:**

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month



APPENDIX 4  
ADDENDUM TO EMPLOYMENT LETTER

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

- (1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.
- (2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with InfosysBPM for any reason, I will not:
- a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;
  - b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Date:

Employee Signature:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:



HRD/InfosysBPM/1002338683

31-August-2021

Mr. Siddharth Sanjay Ingale

55, ravivar peth, satara

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Siddharth Sanjay Ingale,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"). We are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	<b>Role</b>	:	<b>Process Executive</b>
b)	<b>Role designation</b>	:	<b>Process Executive</b>
c)	<b>Job Level</b>	:	<b>2B</b>
d)	<b>Date of Joining</b>	:	<b>02-September-2021</b>
e)	<b>Location of Posting</b>	:	<b>Pune</b>
f)	<b>Gross Salary per month</b>	:	<b>Rs. 16944/-</b>

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.





HRD/InfosysBPM/1002388089

08-September-2021

Ms. Smita Bhandwalkar

At Post- Budh, Tal.- Khatav, Dist.- Satara 415503

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Smita Bhandwalkar,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	<b>Role</b>	:	<b>Process Executive</b>
b)	<b>Role designation</b>	:	<b>Process Executive</b>
c)	<b>Job Level</b>	:	<b>2B</b>
d)	<b>Date of Joining</b>	:	<b>13-September-2021</b>
e)	<b>Location of Posting</b>	:	<b>Pune</b>
f)	<b>Gross Salary per month</b>	:	<b>Rs. 16944/-</b>

Please refer to the Appendices to this letter for details of your CTC and other allowances.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

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**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

**2. Joining Bonus**

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.



**REWARDS AND BENEFITS ANNEXURE- LEVEL 2/LEVEL 3**

This document will guide you through the rewards and benefits that you are entitled to as an employee. For full details, please refer to the policies in the company Intranet (Panorama). In case you need clarification on any of the points mentioned below, please get in touch with your recruiter.

**LONG TERM BENEFITS****1) Health Insurance Policy (HIP)**

This policy provides Cashless Hospitalization benefit to you and your dependents who are covered. This scheme covers a maximum of four family members including yourself. You are automatically covered under the scheme but should necessarily nominate immediate family first, in order mentioned below:

- Spouse
- Dependent children - Unmarried children below 22 years with no income

The total Health Insurance coverage is Rs.400,000 per family of 4 members (Standard Plan).

**2) Life Insurance and Accident Insurance Coverage**

Infosys BPM provides Life Insurance and Accident Insurance Coverage to all its employees at a cost effective rate. You will be covered under the scheme and the insurance premium will be deducted from your salary on a monthly basis. The coverage figures are as mentioned below.

<b>Total cover as per coverage</b>			
<b>Employee's Deposit Linked Insurance (EDLI)</b>	<b>Accident Insurance</b>	<b>Life Insurance</b>	<b>Total Cover</b>
4,00,000	30,00,000	28,00,000	62,00,000

**3) Gratuity**

Gratuity is payable for continuous and meritorious service to the company. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

**4) Variable Pay**

Level 3 employees are entitled to Variable Pay as per the Variable Pay Plan. The payout of Variable Pay is based on individual and company performance. It is paid out quarterly based on last performance appraisal ratings and prorated to the time the individual has spent in the Company.



**LOANS AND ADVANCES****1) Personal Loan**

- This is an interest free loan extended to employees to meet personal needs.
- Eligibility - Up to a maximum of 3 months Basic and Dearness Allowance.
- The loan can be taken only on confirmation and completion of 1 year of employment with the Organization and completion of bond formalities (where applicable).
- The interest differential on such a loan is considered part of the taxable income of the employee as per the Income Tax rules of India.

**2) Salary Advance**

- This benefit is extended to employees to meet their immediate personal requirements.
- Eligibility - Up to a maximum of 1 month's Fixed Salary. (Fixed salary is defined in the policy).
- All employees who have received one month's salary are eligible for this loan.

**3) Medical Emergency Advance**

- Medical Emergency Advance is given to employees to assist in medical emergencies.
- Eligibility - Up to a maximum of 3 month's Fixed Salary (Fixed Salary is defined in the Policy).
- It is applicable on confirmation.
- An emergency situation is as defined below-
  - 1) Emergency Medical treatment for family members (spouse, dependant parents/children).
  - 2) Death / Bereavement in the family.
  - 3) Sudden Hospitalization of the employee or dependents due to Accident.

**REIMBURSEMENTS****1) New Hire Relocation Policy**

- Under this policy, expenses towards relocating to place of posting are reimbursed.
  - Entitlements : Maximum of Rs 2,000/-
  - Costs reimbursed :
    - Travel cost by the shortest route from the current location to the Infosys BPM location (maximum to the extent eligible under travel policy) if the employee directly joins at the Infosys BPM location.
    - Travel cost by the shortest route by 3AC Train or bus from Mysore to the place of posting if the employee joins at ILLI, Mysore and then relocates to the place of final posting.
    - Accommodation provided by the company at the location of final posting for one week.
- Costs incurred directly by the Company on above will be adjusted from the entitlement.
- The relocation expenses should be submitted for reimbursement within a maximum of 90 days from the date of joining of the employee.
  - Reimbursement for the above expenses will be only for vouchers over and above Rs.1000 up to the limits defined above.

*For employees joining at ILLI Mysore, training accommodation will be provided for the duration at a predetermined rate which will be deducted from salary.*



**CAREER BENEFITS****1) Higher Education Program(HEP)**

The HEP program of the company gives you an opportunity to address your career aspirations by offering opportunities for higher education. You can upgrade your skills and competencies through selected channels. The company encourages and facilitates this process through ongoing addition of courses and reimbursement of portion of fees.

Please refer to the policy for details on courses and Universities covered and also on the extent of reimbursements.

**2) Internal Job Posting(IJP)**

Infosys BPM gives opportunities to all its employees for development and career advancement vertically and laterally, through promotion/progression and lateral movements. You can apply for an IJP provided you meet the eligibility requirements as specified in the IJP policy prevalent at that time.

**Note:** All benefits listed above are subject to the terms and conditions laid out in the respective policy.

All policies are subject to amendment at the discretion of the company and would be effective from the date of amendment specified in the policy.





GF.

ISBA

# MISSION INDIA PVT LTD

To,

**Mr.Sanket Sunil Karne.**

At Rangoli aali, Raviwar peth,

Wai, Dist Satara

Mobile No.- 9579249848

## Sub:- Appointment Letter

With reference to your interview on 3<sup>rd</sup> Sept 2021 in our office, we are pleased to appoint you as **Course Coordinator** in this organization **with effect from 13<sup>th</sup> Sept 2021.** We are appointing him as an **Export Executive.**

You have been appointed for 3 months trainee period & 6 months probation period is completed we may appoint them as permanent employee of the company.

This Appointment can be terminated without any notice during your probation period and one month notice from either side thereafter.

The salary finalized is **Rs. 12,000/- per month.**

You will abide yourselves by all the rules and regulations of this organization. You will observe the secrecy, discipline, dignity and decency of the Company.

We wish you all the best and look forward to a long term association.

Kindly return the copy of this letter duly signed towards your acceptance.

Thanking you,

For GF Mission India Pvt Ltd.

*Sushma Kolwankar*

Sushma Kolwankar

(Director)



Gayatri Shikshan Sanstha's  
Karmaveer Bhaurao Patil Institute Of  
Management Studies & Research Satara

Inward No 285  
Date - 11/11/2021

*Dr. S. S. Bhole*  
placement cell

*Sushma*  
17/11/2021

Off. Add : D-25 Snehal Bldg, Near Sanans Highschool, Dhayari Phata, Sinhagd Road, Pune-411041.

Mob:+919370054879 | +919021829853

Website: [www.globalfortunemission.com](http://www.globalfortunemission.com) | Email : [support@kdsushma.com](mailto:support@kdsushma.com)

To,

**Mr. Pankaj Sanjay Parte.**  
At Punawadi Po Ekdambe  
Tal Jaoli Dist Satara  
Mobile No.- 7507457688

### Sub:- Appointment Letter

With reference to your interview on 3<sup>rd</sup> Sept 2021 in our office, we are pleased to appoint you as **Course Coordinator** in this organization **with effect from 13<sup>th</sup> Sept 2021.** We are appointing him as an **Export Executive.**

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The salary finalized is **Rs. 12,000/- per month.**


You will abide yourselves by all the rules and regulations of this organization. You will observe the secrecy, discipline, dignity and decency of the Company.

We wish you all the best and look forward to a long term association.

Kindly return the copy of this letter duly signed towards your acceptance.


Thanking you,

For GF Mission India Pvt Ltd.

  
Sushma Kolwankar

(Director)



Dr. S-S-Bhoje  
Placement Cell  
  
11/11/2021

Off. Add : D-25 Snehal Bldg, Near Sanans Highschool, Dhayari Phata, Sinhagd Road, Pune-411041.

Mob:+919370054879 | +919021829853

Website: [www.globalfortunemission.com](http://www.globalfortunemission.com) | Email : [support@kdsushma.com](mailto:support@kdsushma.com)