

## CHECK LIST FOR NEWLY RECRUITED CLERKS

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

S. No	Documents to be presented at the time of Joining
1.	Copy of Proof of Date of Birth (Birth Certificate or Std. X/XII Certificate with DOB)
2.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years/ consolidated marksheet for Graduation.
3.	Copy of Provisional / Final Degree Certificate for Graduation.
4.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years for other qualification (if any)
5.	Copy of Provisional / Final Certificate for other qualification (if any)
6.	Computer Literacy: Candidate should have certificate/ Diploma/degree in computer operations/ Language/ should have studied Computer/ Information Technology as one of the subjects in the High School/ College/ Institute. (As mentioned in advertisement)
7.	Relieving Certificate from previous employer(s) (if applicable)
8.	Copy of Caste / Category Certificate (only for SC/ST/OBC/PWD/XSM/ Disabled XSM/Dependents of XSM/1984 riots/ Widows/Divorced Women and women legally separated from their husbands who have not remarried/ Regular Employees of the Union Carbide Factory Bhopal retrenched from service (applicable only to Madhya Pradesh state) category candidates. <b>In case of OBC Candidates</b> OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). <b>OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification</b> (pls refer <a href="http://www.ncbc.nic.in">www.ncbc.nic.in</a> for central list of OBCs).
9.	Valid Income and Assets certificate issued by any of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
10.	Photo Identify Proof of name and permanent address such as PAN card / Passport / Driving Licence / Voter's Card / Bank Passbook with Photograph / Photo ID issued by Gazetted Officer (on official letterhead) or Photo ID issued by People's Representative (on official letterhead)/ Recognized College or University ID Card / Aadhaar Card / Employee ID. If the residence address has been changed, then letter from a recognized public authority or public servant verifying identity & residence.
11.	Printout of online Application Form submitted to IBPS
12.	All Formats (sent with appointment letter and available on website of Bank <a href="http://www.psbindia.com">www.psbindia.com</a> under the link Recruitment)
13.	Two Passport size photographs similar to that pasted on the application for submitted for CWE preliminary and Main Exams.
14.	Declaration of fidelity and secrecy
15.	Medical certificate (on the enclosed proforma, also sent with appointment letter) of fitness from a Medical Officer of the rank of CMO/Civil Surgeon of a Govt. Hospital, acceptable to Bank. <i>Medical report should also be accompanied by a full size chest X-Ray, X-Ray report, Blood Report and Urine Report.</i>
16.	Service Agreement (on the non-judicial stamp paper as per rates applicable in the State)
17.	Two separate character certificates, either from a Gazetted Officer or from an officer in a Nationalized bank not below the rank of Asstt. General Manager not related to the candidate.
18.	Undertaking for Proficiency in Official Language of the State/UT (non-judicial stamp paper of Rs.100/- or value as applicable in the State)
19.	Experience Certificate (If any).
20.	Undertaking for having applied in any other organisation (If any).
21.	Copy of appointment letter mentioning TERMS AND CONDITIONS ACCEPTED and signed on every page.
22.	Any other relevant documents in support of eligibility.