

## CHECK LIST FOR NEWLY RECRUITED OFFICER IN JUNIOR MANAGEMENT GRADE SCALE- I

All documents must be presented in the Original along with a self-attested copy of the same.

S. No	Documents to be presented at the time of Joining
1.	Printout of online Application Form submitted to IBPS.
2.	Copy of appointment letter mentioning ALL TERMS AND CONDITIONS ACCEPTED and signed on every page. <b>(E-Scan copy upto 400 kb in PDF format).</b>
3.	Copy of Pan Card.
4.	Photo Identify Proof of name and permanent address such as PAN card / Passport / Driving Licence / Voter's Card / Bank Passbook with Photograph / Photo ID issued by Gazetted Officer (on official letterhead) or Photo ID issued by People's Representative (on official letterhead)/ Recognized College or University ID Card / Aadhaar Card / Employee ID. If the residence address has been changed, then letter from a recognized public authority or public servant verifying identity & residence.
5.	Copy of Proof of Date of Birth (Birth Certificate or Std. X/XII Certificate with DOB). <b>(E-Scan copy upto 400 kb in PDF format).</b>
6.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years/ consolidated marksheet for Graduation.
7.	Copy of Provisional / Final Degree Certificate for Graduation. <b>(E-Scan copy upto 400 kb in PDF format).</b>
8.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years for other qualification (if any)
9.	Copy of Provisional / Final Certificate for other qualification like Post Graduation, JAIIB, CAIIB etc. (if any) <b>(E-Scan copy upto 400 kb in PDF format).</b>
10.	Scheduled Caste / Scheduled Tribe Caste Certificate in the prescribed format with the correct name of the Sub Caste, issued by the Competent Authority. (Applicable in case of candidates belonging to Scheduled Castes/Scheduled Tribes only). <b>**Submit Certificate that can be verified online to ensure authenticity and expedite the verification process** (E-Scan copy upto 400 kb in PDF format).</b>
11.	OBC Caste Certificate in the prescribed format specifying that the candidate does not belong to Creamy Layer section & the correct name of the Sub Caste, issued by the Competent Authority and the Certificate should be less than one year old. (Applicable in case of candidates belonging to Other Backward Classes only) (pls refer <a href="http://www.ncbc.nic.in">www.ncbc.nic.in</a> for central list of OBCs). <b>**Submit Certificate that can be verified online to ensure authenticity and expedite the verification process** (E-Scan copy upto 400 kb in PDF format).</b>
12.	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 <b>(Candidates to submit EWS Certificate valid for F.Y 2025-2026.</b> <b>**Submit Certificate that can be verified online to ensure authenticity and expedite the verification process** (E-Scan copy upto 400 kb in PDF format).</b>
13.	Unique Disability ID (UDID) card and Disability Certificate issued by the Medical Board duly constituted by the Central or State Government, consisting of at least three members out of which, at least one shall be a specialist in the particular field for assessing locomotor/ cerebral/ visual/ hearing disability, as the case may be, in the format prescribed by Govt. of India (applicable in case of candidates belonging to Persons with Benchmark Disabilities category).
14.	Two Passport size photographs similar to that pasted on the application for submitted for CWE preliminary and Main Exams.

15.	Relieving Certificate from previous employer(s) (if applicable) <b>(E-Scan copy upto 400 kb in PDF format).</b>
16.	Experience Certificate (If any) <b>(E-Scan copy upto 400 kb in PDF format).</b>
17.	All Formats (sent with appointment letter and available on website of Bank <a href="https://punjabandsind.bank.in/content/recruitment">https://punjabandsind.bank.in/content/recruitment</a> under the link Recruitment)
18.	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>
19.	Indemnity Bond duly notarized
20.	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.
21.	Undertaking for having applied in any other organisation (If any).
22.	Any other relevant documents in support of eligibility.
23.	Format for declaration of Assets and Liabilities.
24.	CIBIL Report
25.	<p>If there is any *difference in father's, mother's or self-name in any identity proof, X/XII certificate, graduation Provisional/Final Degree or Application Form filled while applying one must get a notarized Affidavit for the same on Ten Rupees/Rs.10 Stamp paper.</p> <p>*Difference</p> <ul style="list-style-type: none"> <li>• Difference in sequence of name or,</li> <li>• Any abbreviation used in some documents and not used in some or, • Surname not mentioned or mentioned in some documents or,</li> <li>• Any spelling mistakes.</li> </ul> <p>**In case of candidates who have changed their name, will have to produce original Gazette notification / their original marriage certificate / affidavit in original.</p>
26.	<b>Two copies of filled Attestation Form to be produced.</b>

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