

FORMALITIES REQUIRED TO BE COMPLETED ON /BEFORE JOINING THE BANK

1. To produce for inspection:
 - (I) Educational Certificates in original including Matriculation Certificate for date of birth in proof of your age. Both Degree and Marks sheet should be produced.
 - (II) Caste Certificate if he/she belongs to SC/ST/OBC/Person with Disability (as applicable). OBC Certificate should invariably bear 'Creamy Layer' clause and the certificate should not be older than one year.
2. To supply latest three photographs of pass-port size.
3. To sign declaration of Fidelity and Secrecy & other documents.
4. To furnish names of two respectable persons preferably known to the Bank and not related to you for reference.
5. In case you are employed elsewhere, please arrange to furnish '**NO OBJECTION CERTIFICATE**' from your present employer. However, before resigning from your present employment, if any, please ensure that all the required formalities including Medical Examination are completed and accepted by the Bank.
6. To submit self attested copies of all testimonials and certificates for our records (two sets).
7. To produce Medical Fitness Certificate issued by Banks authorised doctor at Srinagar.
8. Four sets of Attestation form with photograph affixed on each form for verification of your character and antecedents from the Police Authorities.
9. To submit character Certificates, from the Principal or Head of the Department of the college/ Institute last attended by you and / or Gazetted Officers or Bank Officers. Certificates given by relative will not be accepted.
10. To execute an Indemnity Bond with Surety as per Performa attached.
11. Relevant Certificate if relaxation in age is claimed.
12. Proof of Identity (Self attested photocopy).
13. Proof of Residence (self attested photocopy).
14. PAN card (self attested photocopy).