

## **Recruitment of Executive Sales & Operations (ESO) Grade “E1” 2025-26**

### **Important Instructions and List of documents to be brought by the Candidates**

1. Please carry the call letter to the venue on the day of the document verification and personal interview with a passport size photograph pasted on it on the space provided on the top and duly signed across along with the **print out of the application form which you had submitted online at the time of applying for the captioned post.**
2. You should bring **attested copies as well as original certificates/testimonials mandatorily** in respect of the following:

(i)	Print out of the online application form.
(ii)	PAN Card and Aadhar Card
(iii)	Date of Birth (Birth Certificate/School Leaving Certificate/10th Standard Passing Certificate),
(iv)	<b><u>High School and Intermediate</u></b> - Marks sheets and Passing Certificates of Class 10th and Class 12th
(v)	<b><u>Graduation</u></b> - Mark-sheets of all semester/years of <u>graduation</u> as well as <u>Provisional Degree Certificate/Degree Certificate.</u>
(vi)	<p>Caste/tribe/class Certificate/PWD certificate from the competent authority (for SC/ST/OBC/ PWD candidates) and income certificate for EWS category candidate. Caste/ Tribe/Class certificate must be submitted in Central Government format only. The certificate must indicate the name of the caste/tribe as it appears in the Central List. The certificate be issued in FY 2024-25 and based on income of the previous financial year FY 2023-24 (for OBC - NCL and EWS). (Candidates having certificate with "Non-creamy layer Clause" only would be eligible for reservation as per the Government of India guidelines.)</p> <p>The certificate be completely filled (including ordinarily resident clause)</p> <p>The certificate be stamped (round seal) and signed by issuing authority competent to issue such certificate as per the Central List.</p> <p>The certificate should satisfy all requirements for availing reservation benefits as per Government of India guidelines.</p> <p>The caste indicated in the OBC/SC/ST certificate should be appearing in the <b><u>central list of the concerned State Government</u></b>, failing which, the caste certificate would be treated as invalid.</p>
(vii)	In case of any prior work experience, Relieving Letter/s & Experience certificate (from all past & current employer/s)
(viii)	Ex-Servicemen must produce Discharge Certificate issued by Defence Authorities.
(ix)	Photo Identity Proof (PAN Card/ Passport/Permanent Driving License/Voter’s Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People’s Representative on official letterhead/Valid recent Identity Card issued by a recognized College/University/Aadhar/E-aadhar Card with a photograph/Employee ID in original) and any other document which the candidate may like to produce Please Note: Ration card and Learner's Driving License will not be accepted as valid ID proof.

(x)	Four copies of Curriculum Vitae (CV) <u>in the format hosted on the Bank's website</u> duly signed with photo affixed on the same and duly signed across.
(xi)	Two (2) recent passport size photographs as uploaded in the Online Application.

3. (a) **Photograph, Biometric and IRIS captured at the time of online examination will be verified. You are advised not to change your appearance till the process is completed.**
- (b) **Biometric and IRIS captured at the time of online examination will be verified. Decision of the Biometric/ IRIS verification with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of Biometric/ IRIS verification on any occasion may lead to cancellation of candidature. Please note the following for IRIS and Biometric capture:**
- **For IRIS Capture:**

(a) Candidates should remove Contact Lenses and Spectacles while verification of IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
  - **For Biometric Capture:**

(a) If fingers are coated (stamped ink/ mehndi/ coloured, etc), ensure to thoroughly wash them so that coating is completely removed before the examination day.

(b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.

(c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
4. The candidates are advised to bring attested copies of certificates in support of age, educational qualifications, experience, caste/tribe (if any) and certificate in support of belonging to PWD or claiming any other age relaxation. EWS category candidates should bring income certificate.
5. Please note to bring **Four (4) copies of CV duly signed with** photo affixed on the same and duly signed across. The CV should also contain your brief medical history which should cover any major illness/operations undergone by you in the past. The format of the CV is displayed on the Bank's website [www.idbibank.in](http://www.idbibank.in)
6. If you are already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings you will have to produce a '**No Objection Certificate**' from your employer, at the time of personal interview. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced.
7. If you are an Ex-Servicemen you must produce Discharge Certificate issued by Defence Authorities.

**Please note that if you fail to produce even one of the above mentioned documents, you will not be allowed to appear for the personal interview.**

8. Outstation SC/ST candidates will be reimbursed to and fro second class railway fare (by ordinary trains) for the journey undertaken by them for appearing for the personal interview (tickets to be produced) from their place of residence to place of interview, from the rail link nearest to their place of residence by the shortest route, but no other allowance will be paid by the Bank. In case, they undertake the journey by bus, where bus is also available, they will be paid bus fare (ticket to be produced) provided, it is less than or equal to the admissible train fare. **This concession will not be admissible to SC/ST candidates, who are already in service in Central / State Government Corporations / Public Undertakings/ Local Government/ Institutes and Panchayats.** Eligible claim/s would be remitted after completion of personal interview process.
9. Please note that you are being called for the personal interview on the basis of the information furnished by you in your online application form. Before coming for the personal interview, you please ensure that you satisfy the notified eligibility criteria as per **ADVERTISEMENT NO. 09/2024-25** especially with regard to age, etc. In terms of the advertisement, the result of graduation degree needs to have been declared on or before **October 01, 2024**. Please ensure to bring mark sheets and provisional degree/ final degree indicating the date of declaration of results for graduation.
10. Please note that the testimonials/documents submitted by you in respect of Work Experience (if any) / Qualification would be subjected to verification/background screening by the Bank and any discrepancy in the same shall render the candidate disqualified from the selection process.

In case, it is detected at any stage that you do not fulfill the eligibility criteria and/or resorted to any unfair means in the written test and/ or have resorted to canvassing to have further your candidature and have furnished incorrect information/testimonials/document or suppressed any material information, your candidature will be cancelled and, if appointed, your services may be summarily terminated without any compensation thereof.

11. In all matters regarding eligibility (in respect of age, educational qualification, experience.) number of vacancies, prescribing minimum qualifying standards in personal interview & the assessment thereof and the communication of result, the Bank's decision shall be final & binding on the candidates and no correspondence shall be entertained in this regard.
12. **Any request for change of date of personal interview and / or change in interview center will not be considered.**
13. You will be permitted to reply the questions in the Personal Interview in Hindi also.
14. You may please note that the call-letter issued to you for personal interview should not be construed as an offer of employment/post. Please note that the final selection would be based on your performance in the written examination, interview (if qualified) and medical fitness.
15. If you fail to comply with the above instructions, you will not be permitted to appear for the interview.