IDBI Bank Ltd - Instructions for completing Joining formalities

Dear Candidate,

Congratulations on your selection in IDBI Bank. As part of your joining formalities, you are required to create your online profile and fill all the required details. The link for creating the profile and inputting the details is hosted on the Bank's website under the link Career's→ Result of Various recruitment process. ***The link for inputting the details is compatible with Internet Explorer, Google Chrome & Firefox Mozilla***. Please follow the instructions as mentioned below for completing your online profile.

1)   Before you start inputting the required information on the "Recruitment Data Collection" link, you will required to scan copy of the following documents which is to be uploaded while completing the profile. We advise you to save the scan copy on your computer as per the description below:

S. No	Particulars	File type	Maximum Size
Identity Related documents			
1	Aadhaar Card	JPG	100 KBs
2	Passport (front and back pages in a single sheet)	JPG / PDF	100 KBs
3	Driving License	JPG	100 KBs
4	PAN Card	JPG	100 KBs
	Candidates is required to upload any one of the above documents..		
Photograph and Signature			
1	Latest passport size color photograph (in light background and in official dress code)	JPG	100 KBs
2	Scan of signature	JPG	50 KBs
Education Related documents			
1	SSC / 10th mark sheet & Passing certificate	JPG / PDF	1 MB
2	HSC / 12th mark sheet & Passing certificate	JPG / PDF	1 MB
	Candidates having combined mark sheet & pass certificate for SSC & HSC may scan their certificates in JPG and candidates having separate mark sheet and certificate have to scan the same in PDF in a single file (continuous scan of mark sheet and certificate in one file).		
3	Graduation provisional / final Degree certificate	JPG	200 KBs
4	Individual year / semester / trimester wise mark sheets of Graduation	PDF	5 MBs
	Candidates have to scan all individual mark sheets in a single PDF file starting from first to last including and consolidated mark sheet.		
5	In case of Post Graduation - provisional / final Degree certificate	JPG	200 KBs
6	In case of Post Graduation - Individual year / semester / trimester wise mark sheets of Post Graduation	PDF	5 MBs

	Candidates have to scan all individual mark sheets in a single PDF file starting from first to last including and consolidated mark sheet.		
7	In case of dual Graduation / Post Graduation - provisional / final Degree certificate	JPG	200 KBs
8	In case of dual Graduation / Post Graduation - Individual year / semester / trimester wise mark sheets of Post Graduation	PDF	5 MBs
Only for candidates belonging to SC / ST / OBC			
1	Caste Certificate	JPG / PDF	1 MB
	Candidates having caste certificate in one page only may scan their certificate in JPG and candidates having their caste certificate in two or more pages have to scan the same in PDF in a single file (continuous scan in one file).		
Only for Persons with Disability (Differently able) candidates			
1	Disability Certificate	JPG / PDF	1 MB
	Candidates having Medical / Disability certificate in one page only may scan their certificate in JPG and candidates having their certificate in two or more pages have to scan the same in PDF in a single file (continuous scan in one file).		
Only for candidates availing Ex-serviceman benefits			
1	Discharge certificate clearly indicating that the required service has been completed	JPG / PDF	500 Kbs
Only for candidates who have job experience			
1	Any one of Company ID Card / Salary slip / offer letter if presently working	JPG / PDF	500 Kbs
2	Experience / Relieving letter clearly indication date of joining and relieving of last organization if not presently working	JPG / PDF	200 Kbs
	Candidates who have more than one job experience may upload the documents as listed above. In case of candidate having multiple experiences, please note that you will require submitting the original relieving letter from the last employer and copies of other relieving letter/ experience certificate at the time of joining. Candidates who are presently working in other organization have to resign only after offer letter has been issued by the Bank.		

2) **Instructions for Scanning of documents:** You may scan the documents using a scanner / mobile applications like Cam-scanner for scanning the documents.

- Ensure that the size of the scanned documents / image is not more than size as specified.
- Please check the documents that the same has been scanned properly and is easily readable before uploading the same.
- Please set the camera / scanner resolution / DPI if the size of file is beyond the accepted value and again scan the documents.

3) Candidates may please note that few details provided by them at the time of registration with IBPS will be pre-filled in this application for e.g. Name, Date of Birth, and Category etc. and will not be editable. Candidates are also advised to properly fill the entire data as the same will be captured as their official record in Bank.

4) **Reference/Testimonies** – As a joining formality you are required to provide details of two individuals (other than your relatives, preferably serving in Central / State / Private Organizations) who know you from 10 years or more. Bank may conduct referee verification from the provided referees. You have to provide the following details of referees.
   1. Full Name
   2. Mobile No
   3. Full address with PIN code
   4. Official Mail ID

5) **Regarding previous job experience:** Candidates who have work experience have to necessarily provide experience certificate and relieving from the present / last employer. The candidate who are not able to provide proper relieving certificate from their present / last employer will not be allowed to join the Bank.

6) **Bank's Service Rules:** During the tenor of your service in IDBI Bank Ltd, you service will be governed by Industrial Development Bank of India Limited Officers' Service Rules (OSR), 2006, (ii) Industrial Development Bank of India Limited Officers' (Conduct) Rules (OCR) 2006 and (iii) Industrial Development Bank of India Limited Officers' (Discipline & Appeal) Rules (ODAR), 2006 and any other rules given from time to time.

On completion of the information as required to be filled, the candidate hereby declares that all the information and particulars given by him / herto IDBI Bank are true and correct. Candidates should also note that if any of the information is found incorrect or false or if any material information or particulars have been suppressed or omitted therefrom, his / her appointment will be liable to be terminated without notice or any compensation in lieu of notice.

We will you all the best in all your future endeavors!

Team Recruitment
IDBI Bank Ltd