

### Important Instructions for the candidates

1. You are requested to bring **without fail** the system generated printout of your online application, call letter for interview, your certificates and testimonials in original along with one set of **self attested** photocopies of the same.

2. The candidate should bring a copy as well as the original of following certificates/testimonials:

(i)	Print out of the online application form (Link for Re-print hosted on the Bank's website and will be available till September 21, 2019)
(ii)	Date of Birth (School Leaving Certificate/10th Standard Passing Certificate),
(iii)	High school (Class 10th) Mark-sheet and passing certificate. Intermediate (12th) mark-sheet and passing certificate. Mark-sheets and degree for Post-graduation, if any
(iv)	Mark-sheets of all years of graduation as well as Provisional Degree Certificate/Degree Certificate. <i>Note:</i> Some Universities/Institutes/Boards do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Board defines criteria for conversion of Aggregate Grade Point into percentage of marks in the mark sheet/ Final Degree, the same will be accepted.
(v)	Caste Certificate/PWD certificate from the competent authority (for SC/ST/OBC/EWS/PWD candidates). Candidates belonging to OBC category should bring the latest OBC certificate in original along with attested copies thereof issued by the competent authority on the prescribed pro-forma. OBC Certificate should be of a <b>recent date</b> and in the Central Government format with suitable mention about creamy layer. (Candidates having certificate with "Non-creamy layer Clause" only would be eligible for reservation as per the Government of India guidelines.) The caste indicated in the OBC/SC/ST certificate should be appearing in the central list of the concerned State Government, failing which, the caste certificate would be treated as invalid.
(vi)	Documents related to Experience, if any. Experience Certificate/s (from past and current employers), and Relieving Letter/s (from past employer/s), issued by competent authority. If you are already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings you will have to produce a ' <b><i>No Objection Certificate</i></b> ' from your employer. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. ( <b><i>In case you are currently employed, you are advised not to resign until you receive offer of employment from IDBI Bank.</i></b> )
(vii)	Ex-Servicemen must produce Discharge Certificate issued by Defense Authorities.
(viii)	Photo Identity Proof (PAN Card/ Driving License / Voter ID Card/ Aadhar Card etc and any

	other document which the candidate may like to produce).
(ix)	Five sets of Curriculum Vitae (CV) as hosted on the Bank's website duly signed with photo affixed on the same and duly signed across.
(x)	Candidates belonging to Economically Weaker Section (EWS) should bring the latest EWS certificate in original along with attested copies thereof issued by the competent authority on the prescribed pro-forma.

**Please note that if the candidate fails to produce even one of the above mentioned documents, he/she will not be allowed to appear for the interview.**

3. 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.

4. Biometric data (thumb impression as captured during the Online Test) will be captured at the venue. It is advised that,

- (a) If fingers are coated (stamped ink/mehndi/colored. etc.), ensure to thoroughly wash them so that coating is completely removed, as it may result in rendering you ineligible for PI.
- (b) if fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- (c) ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- (d) If the primary finger (left thumb) to be captured is injured / damaged, immediately notify the concerned IDBI Bank authority at the venue.

4. Please note to bring **Five (5) copies of CV duly signed with** photo affixed on the same and duly signed across. The CV should also contain a brief medical history of the candidate covering major illness/operations undergone in the past. The format of the CV is displayed on the Bank's website [www.idbibank.in](http://www.idbibank.in)

5. 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 interview process.

6. Please note that the candidates are being called for the interview on the basis of the information furnished by them in their on-line application form. Before coming for the interview, they should ensure that they are eligible as on **June 01, 2019** according to the eligibility criteria stipulated in the Advertisement. In case, it is detected at any stage that the candidates do not fulfill the eligibility criteria and/or have furnished incorrect information or suppressed any material information, their candidature will be cancelled.
7. In all matters regarding eligibility (in respect of age, educational qualification, experience.) number of vacancies, prescribing minimum qualifying standards in 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.
8. The candidates will be permitted to reply the questions in the Interview in Hindi also.
9. The candidates may please note that the call-letter issued to them should not be construed as an offer of employment/post. Please note that the final selection would be based on their performance in the online Test, Interview (if qualified) and medical fitness.
10. If the candidates fail to comply with the above instructions, they will not be permitted to appear for the interview.