



CENTRAL OFFICE

मानव संपदा प्रबंधन/ HUMAN CAPITAL MANAGEMENT
(भर्ती एवं पदोन्नति प्रभाग RECRUITMENT AND PROMOTION DIVISION)

**RECRUITMENT PROCESS FOR SELECTION OF OFFICERS IN SPECIALIST CATEGORY IN
VARIOUS STREAMS 2023-24 AND 2024-25.**

Subsequent to the written test and interview held for recruitment of Specialist officers in various streams and Scales, 158 candidates are provisionally shortlisted. Candidates are advised to report on **27.08.2024 at SPBTC Mumbai at 9.30 am** for documents/ bio-metric/Iris verification along with medical and subsequent 2 weeks of induction training. The appointment of the candidates will be subject to clearance of bio-metric/Iris verification, documents verification and Medical fitness certificate.

Address of the SPBTC – Mumbai with name and contact number of the nodal officer at college is as under:

Sir Sorabjee Pochkhanawala Banker's Training College (SPBTC, Mumbai), Near Cooper Hospital, JVPD Scheme, Juhu Vile Parle (West), Mumbai-400056.

Name: Mr.Siba Prasad Singh:-

Contact no. 9168123459, land line 022 -61458011, email: trainingq5@centralbank.co.in

List of provisionally shortlisted candidates is attached (Annexure A).

IMPORTANT:

Candidates are advised to carry original as well as photocopy of KYC Documents (PAN, Adhar, Passport, Driving License etc.) and all other relevant documents i.e. certificate of educational qualification/Caste certificate/Caste Validity Certificate/Disability certificate/NOC/Experience certificate if applicable along with 4 recent passport size colour photographs and any other document required as per Bank's Notification dated 27.10.2023 and Addendum dated 10.01.2024 for verification by Bank official.

It may please be noted that in absence of required certificates/ documents, candidates may not be allowed to report. Decision of the Bank in all matters pertaining to selection/joining process shall be final and binding.

Candidates without the requisite documentary evidence of work experience / qualification / not falling within the other eligibility criteria shall not be eligible and their candidature will be cancelled.

Individual appointment letters of the provisionally shortlisted candidates are being dispatched through Speed Post at their registered addresses as furnished by IBPS. The date of reporting at Training Centre is **27.08.2024 at 9.30 a.m.** Candidates are advised to download the formats attached herewith without waiting for the receipt of appointment letter and ensure to fill up the same in all respects, which are required to be submitted by them at the advised place of reporting.

The candidates are advised to come fully prepared as their place of posting will be allotted from training centre with an advice to report directly to the place of posting.

Candidates are instructed to bring all their Original Documents at the time of reporting without fail for verification. It may please be noted that in absence of required certificates/ documents, candidates may not be allowed to report. Decision of the Bank in all matters pertaining to selection process shall be final and binding.

Formalities to be completed:

The Shortlisted Candidate's appointment in the Bank will be subject to producing the following Original certificates / documents for verification / record at the time of joining the Bank.

(FORMATS OF DOCUMENTS MENTIONED BELOW AT POINT NO. 1, 2 & 3 ARE AVAILABLE ON BANKS WEB-SITE UNDER CAREER FOLDER; ALL CANDIDATES ARE ADVISED TO DOWNLOAD THE SAME. PLEASE NOTE THAT THESE DOCUMENTS WILL NOT BE ATTACHED WITH APPOINTMENT LETTER)

1. Duly filled Recruitment Application Form (Proforma enclosed) – 2 copies.
 2. Employee's Antecedent -2 copies.
 3. Three character certificates as under:
 - I. From Principal/Head of the Department of the College/University last attended.
 - II. From Gazetted Officers.
 - III. From Branch manager of any Nationalised Bank/from present employer (if employed).**(Certificates given by relatives are not acceptable).**
 4. If employed, Discharge Certificate from your present employer.
 5. All original documents (SSC/HSC/Graduation/Post-Graduation Mark sheets and Certificates etc.) for its verification.
 6. Experience certificates in original if applicable). Please note that experience certificate where ever required should clearly state the field and years of experience.
 7. Valid caste certificate, Cast validity certificate (wherever applicable) from the Competent Authority (as prescribed by the Government) in support of your claim of belonging to OBC/SC/ST/PWD/EWS etc.
 8. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.
- Further, appointment of the candidates belonging to Jat Community will be dealt in accordance with the judgement of Supreme Court dated 17.03.2015.
9. Duly filled Subscriber Registration form (CSSI) for generating Permanent Retirement Account Number (PRAN), under Defined Contributory Pension Scheme (DCPS).
 10. Police Verification report – Verified from Local Police Station and district police headquarter.

11. Applicants who fall under the Benchmark Disability category are required to bring their Disability Certificate, provided by the government in the designated format. Persons with temporary disability shall not have the benefit of reservation of PwBDs (Persons with Benchmark Disabilities).

(Note- Enclosed forms must be completed in all respects, wherever required Passport size photograph may be affixed. Names and addresses of the Police Head Quarters and Local Police Station may be furnished correctly and should be complete, so that the verification process is completed expeditiously and without any hitch).

In addition to above documents duly filled additional four documents are required to be submitted at the time of joining by the provisionally selected candidates. The formats are as under:

- a. Employee Undertaking cum Declaration – New Hires (TO BE NOTARISED AND SUBMITTED AT THE TIME OF REPORTING)
- b. Employee Undertaking cum Declaration – New Hires (TO BE SUBMITTED AT THE TIME OF REPORTING)
- c. MEDICAL FITNESS CERTIFICATE (TO BE SIGNED BY CHIEF MEDICAL OFFICER/CIVIL SURGEON) and
- d. DECLARATION TO BE SUBMITTED BY CANDIDATE (TO BE SIGNED BY CANDIDATE AND COUNTERSIGNED BY CHIEF MEDICAL OFFICER/CIVIL SURGEON)

Please do not send the acknowledged copy of the appointment letter through post. It should be personally handed over to Bank Officials at the time of reporting at the advised place.

Candidates are required to report on **27.08.2024** along with original documents and two sets of self-attested xerox copies of the documents as enumerated in notification. In addition, original Aadhar card, PAN Card and 10th Pass Certificate are also to be produced with self-attested xerox copies at the time of document verification for KYC purpose.

Candidates are advised to disclose the Disciplinary Action if any, was initiated/punishment inflicted against him/her by his/her current/previous employer/organisation. It has to be undertaken by the candidates that no disciplinary action is contemplated/or pending/or punishment awarded against him/her in his/her current/previous organization. Further any criminal proceedings are pending or have become final also have to be disclosed.

It is reiterated that selection of the candidates is PROVISIONAL and subject to their being declared medically fit & document / biometric verification/KYC details being found satisfactory as per the requirements of the Bank.

Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

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GENERAL MANAGER-HCM

DATE: - 31.07.2024