

Annexure – 2

Admission to one year Post Graduate Diploma in Banking & Finance

List of documents (Original and one set of attested copies) to be submitted at the time of interview

(Where ever photocopies of the documents are submitted it should be self attested and the ORIGINALS of all documents should be invariably submitted for verification)

1. Printout of the online application submitted.
2. Proof of Date of Birth [SSC/SSLC/Std. X/Std XII Certificate with DOB or Birth Certificate].
3. Consolidated Marks sheet and Final Degree certificate regarding Graduation with particular of percentage of marks (minimum 60% (55% for ST/SC/PWD Candidates)).
4. The graduation percentage and class will be calculated as per the University norms for calculation of percentage and declaration of class/results. The graduation percentage/class as appearing in the Final Year/semester/ consolidated mark-sheet & Provisional/Degree Certificate will be taken into consideration for eligibility. In case the graduation percentage/class is not clearly mentioned in the mark-sheet/certificate, the candidate has to produce a certificate issued by the appropriate authority of University/Institute indicating graduation percentage/ class as per the University norms for awarding degree.

Where CGPA / OGPA is awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

5. Certificates in respect of the Candidates Category & sub-Category as under:
 - ST/SC/OBC Category: Caste / Community Certificate issued by the competent authority in the prescribed format. Please note that the caste mentioned in the certificate produced by you should tally letter by letter to that of the caste as mentioned in the Central Government list / notification.OBC caste certificate containing the Non creamy layer clause should have valid as on 17.01.2018.
6. PWD Candidates: Authorised Certifying Authority will be a Medical Board duly constituted by Central/State Government having at least 3 members consisting of Chief Medical Officer, Sub Divisional Medical Officer in the District and An Orthopaedic Surgeon, ENT Surgeon, as the case maybe.

Candidates who have applied under ST / SC /OBC /PWD category and who do not bring the certificate in the prescribed format will not be allowed to attend the interview.
7. Print out of Call letter for interview duly pasted with a photograph (it shall be similar to the photo uploaded at the time of online application) on the right hand corner of the Call letter in the space provided for.
8. All other related certificates / mark sheets / **experience certificates** on which your eligibility is decided.
9. **ID and Adress proof.**

Candidates who are working in any institutions should submit a “No Objection Certificate “ from the Competent Authority inter – alia specifically stating the likely date of discharge from the service in case they are selected.

NOTE:

1. Please note that the candidates who come for the interview without the above mentioned certificates / documents or found ineligible at the time of verification of the documents will not be allowed to attend the interview / will not be considered for further selection process.
2. This is not an offer of appointment nor does it represent any commitment on the part of Bank to select you to any Course and the decision of the Bank in all matters relating to the interview, selection and placement would be final and binding on all the candidates.