

Head Office, Personnel Administration Deptt, Rect. Cell,
14, India Exchange Place, 4th Floor, Kolkata- 700 001,
Phone: 033-2231 4630, Fax: 033-2230 8442,
Email: ho.rect@allahabadbank.in

Ref No: HO/ADMIN/RECRUITMENT/CWE-III//2014-15/N-Appt-1/1

Date: 23/06/2014

Roll No. «ROLL_NO»

Speed Post

Mr. /Ms «Name»
Son/Daughter of «Father_name»
«Prm_Add1» , «Prm_Add2»
«Prm_Add3»
«Prm_District» - «Prm_Pincode»
«Prm_State»

Madam/ Dear Sir,

Ref: Intimation in regard to your selection in our Bank in the post of SWO-A in Clerical Cadre

This has reference to the Common Recruitment Programme (CWE CLERK-III) conducted by IBPS, Mumbai for recruitment of SWO-A in clerical cadre in Public Sector Banks, in which you participated as a candidate.

Based on your performance in the Common Written Examination (CWE CLERK-III) and subsequent Common Interview process conducted by IBPS, Mumbai in the year 2014-15 for recruitment of SWO-A in Public Sector Banks, your name has been allotted to our Bank for appointment as SWO-A for «State_Applied» State, on the basis of your option/preference submitted to IBPS, Mumbai.

We congratulate you on your success and extend a hearty welcome to our Bank.

We are pleased to inform you to keep yourself in readiness for joining the Bank's service on «CDoJ».

Prior to joining the Bank's service, you will be required to complete the Pre-Employment formalities, date and place of which is being intimated to you separately. You will have to carry the following certificates/testimonials/documents with you along with this letter in original, while proceeding to the place of joining for Pre-Employment formalities:-

1. Original e-mail sent to you by IBPS, Mumbai intimating about your allotment to Allahabad Bank for offer of appointment in the post of SWO-A. In case you do not possess the copy of e-mail, an undertaking to this effect should be submitted.
2. Copy of Call letter of Common Written Examination(CWE-III) duly signed and photograph pasted on it
3. Enclosed 'Booklet for Pre-employment Formalities in Allahabad Bank' duly completed in all respects.
4. Enclosed Biodata cum Declaration Form duly filled in
5. Original Educational Qualification certificates /Degrees including Computer literacy certificate as on 01/08/2013 /testimonials /mark sheets of all the examinations/ all semesters passed by you and other Certificates in respect of age, caste, category etc. along with self-attested Photostat copies thereof.
6. Three character certificates, out of which one must be from the Principal/ Head of the Department of the College/University last attended and remaining two from Gazetted Officers or Bank Officers **who are not related to you.**
7. Unqualified, unconditional and satisfactory discharge/release certificate/s in original from your previous employer/s, if you are already employed.
8. **Five copies** of passport size colour photographs similar to that submitted by you at the time of Common Written Examination (CWE-III) signed on the back by a ball pen and name written there in.
9. Original Caste Certificate in prescribed format, in case you belong to SC/ST/OBC (Non- Creamy Layer). Candidates seeking reservation under **OBC (Non- Creamy Layer)** are required to submit a certificate prescribed by Govt. of India i.e. "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA". **The OBC certificate should have been issued by the competent authority between 01/04/2013 to 31/03/2014**, clearly containing the "NON-CREAMY LAYER CLAUSE" i.e. "this is also certify that he/she does not belong to persons/sections (Creamy Layer) as mentioned in Column 3 of the schedule to the Government of India, Deptt.

of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08.09.93, O.M. No. 36033/3/2004-Estt. (Res.) dated 09.03.2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14.10.2008”.

10. Medical fitness certificate issued by the Bank's or any MBBS qualified and registered medical practitioner in prescribed format as provided in the Booklet with the registration number.
11. Satisfactory/favourable reports from two referees as per the format given in the booklet who are respectable persons and **not related to you.**
12. Persons with Disabilities i.e. PWD (OC/VI/HI) should produce Certificate in original issued on the prescribed format by the Medical Board of **at least three doctors** constituted by the Government clearly specifying the **category and degree of disability (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability, Hearing and Speech disability etc.)**, along with one self attested copy thereof.
13. Candidates, who were/are employed in Defence Services, should bring **Discharge certificate / Proforma-A** for Released/Retired Personnel for availing age concessions issued by the Competent (Defence) Authority in original, alongwith one self-attested copy thereof.
14. Self attested copy of your PAN Card alongwith the original for verification. In case the same is not available, proof of having applied for it should be submitted.
15. **If you are already having “Permanent Retirement Account Number” (PRAN) under National Pension System (NPS) allotted by NSDL, a copy of the PRAN ID card together with a declaration for including the PRAN under Allahabad Bank Corporate Tag.**
16. Self attested copies of the documents acceptable to the Bank as proof of your identity and address, like Passport, Pan Card, Aadhaar Card, Voter ID Card, Driving License etc., alongwith the originals for verification.
17. Before proceeding to the place for joining, please ensure that you fulfil all the eligibility criteria as stipulated in the relative Advertisement issued by IBPS, Mumbai. If it is subsequently observed/found that you do not fulfil the eligibility criteria (as on **01/08/2013**) fixed for the post, you may not be allowed to join the Bank's service and your candidature for the post will be rejected /cancelled.
18. In case it is detected at any stage that you do not fulfil the eligibility norms and/or that you have furnished any incorrect/ false information/certificate/documents or have suppressed any material fact(s) including past employment and antecedents, your candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment in our Bank, your services are liable to be terminated.
19. **Those candidates, who have not submitted the OBC (Non-Creamy Layer) certificate issued between 01/04/2013 to 31.03.2014, as mentioned in point No. 9 above, will be required to submit the same before joining the Bank's service. Otherwise, their candidature will be cancelled. Similarly, the PWD candidates will be required to produce the Disability certificate as per Govt. guidelines as enumerated in point No.12.**

After completion of pre-employment formalities, verification of documents to the satisfaction of the Bank, you will be issued instructions to join the Bank's service. Your date of appointment will be reckoned from the date you join the place of posting.

Please note that this communication should not be construed as an offer of appointment.

Please visit our website www.allahabadbank.in (under **Recruitment** link) for updates.

Yours faithfully,



(Manoj Das)

Assistant General Manager(HR)

Encl: As stated above