

FORMALITIES REQUIRED TO BE COMPLETED FOR JOINING THE BANK

1. To Produce for verification:
 - (a) Educational Certificates in original, including 10th/Matriculation Certificate **giving your Date of birth in proof of your age.** Both Degree and Marks Sheet should be produced.
 - (b) Clean Discharge Certificate /Relieving Order in original, if employed.
 - (c) Certificate in original from the previous employer(s) regarding emoluments last drawn and Certificate of Performance and Conduct, if employed.
 - (d) Caste Certificate if he/she belongs to SC/ST/OBC (as applicable) and PwBD Certificate with permanent disability from competent authority if belonging to Disabled Category. OBC Certificate should invariably bear 'Non-Creamy Layer' Clause. In case the same is issued prior to closing date of registration, an undertaking in the prescribed form with regard to Non-Creamy Layer Clause be submitted.
 - (e) EWS certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format, if applicable.
2. To execute an Indemnity Bond as per proforma available at the Bank's website www.pnbindia.in. All pages of the Bond must be notarized.

NOTE:

- a) Each page of the Indemnity Bond must be signed by the indemnifier and the surety.
- b) Any cutting/alterations should be:
 - Authenticated by the indemnifier and surety
 - Notarized by the notary; and
 - Duly witnessed by independent witnesses.
- c) Date of execution of Bond and that of Notarization must be same.
- d) Ensure submission of copies of Photo ID (containing signature of surety e.g. PAN CARD) and address proof of surety executing indemnity Bond, duly signed by surety. In case photo ID of surety does not contains his/her signature, the signature must be got attested by the Gazetted Officer.

3. To produce latest passport size Photograph
4. To sign declaration of Fidelity and Secrecy Form.
5. **Reference Form** - to furnish names of two respectable persons, preferably known to the Bank and not related to you for reference. They should have ideally known to you for more than five years.
6. If you are presently in the service of Government or Public Sector Undertaking or Government Undertaking/Corporation or any other Organisation, **you will have to resign from your present employment and submit a satisfactory discharge certificate at the time of joining. In no circumstances, the Bank will allow you to retain lien, or join on transfer/deputation. Besides, you will have to submit Certificate of Performance and Conduct in a Sealed Envelope from your present Employer.**
7. **To submit self attested copies of all testimonials and certificates for our record.**
8. **To produce:**
 - (i) Medical Fitness Certificate issued either by Authorized Medical Officer of District Govt. Hospital or Medical Consultant appointed at any of the Controlling Offices of Punjab National Bank in the format prescribed, certifying that you are in a fit state of health and healthy enough to perform the duties required by a Bank employee
 - (ii) Satisfactory X-ray of your Chest and Radiologist Report.
9. Bank's Standard Personal Bio Data Form.
10. **Four sets (original) of Attestation Form** with photograph affixed. Photo on each form should be attested by Gazetted Officer, for verification of your character and antecedents from the Police authorities. (The forms are to be submitted to the bank and police verification will be got done by the bank)
11. To submit 3 character certificates, out of which one must be from the Principal or Head of the Department of the College/Institute last attended by you and remaining two from Gazetted Officers or Bank Officers. Certificates given by relatives will not be acceptable.
12. HRMS proforma.
13. Copy of PAN Card/Proof regarding allocation of PAN No.
14. ID & Address Proof - Copy of Aadhar Card
15. Maintain a CIBIL score of 680 or above with healthy credit history at the time of joining.

IMPORTANT

Documents to be submitted in respect of Educational Qualification: (Photocopy of both side required)

- 1) Class Xth/Matriculation
 - i) Mark sheet
 - ii) Pass Certificate
- 2) Class XIIth
 - i) Mark sheet
 - ii) Pass Certificate
- 3) Graduation
 - i) Mark sheet of all semesters / years
 - ii) Degree / Provisional Certificate
- 4) Post Graduation
 - i) Mark sheet of all semesters / years
 - ii) Degree / Provisional Certificate
- 5) Professional Qualification
 - i) Mark sheet of all semesters / years
 - ii) Degree / Provisional Certificate
 - iii) Proof of specialization (wherever required)

Note

- In respect of AICTE / other Government Regulatory Body approved courses, a copy of approval letter issued by AICTE / other Government Regulatory Body to the college approving the course and the batch.

Documents to be submitted in respect of Date of Birth:

- 1) Birth Certificate/ Secondary School / Matriculation pass certificate.

Documents to be submitted in respect of Caste/Category:

- 1) Caste/Category certificate issued by the **authorized competent authority** in the Proforma prescribed by Government of India.
- 2) Married female candidate must submit Caste Certificate **with name of her father**.

Documents to be submitted in respect of permanent disability:

- 1) Permanent disability certificate issued by the **authorized competent authority** in the Proforma prescribed by Government of India.

Documents required for online PRAN generation and opening NPS account:

a) For new membership of NPS (for complete details visit www.pnbindia.in/nps.html)

- 1) Photograph
- 2) PAN card
- 3) Cancelled Cheque (any Bank A/c)
- 4) Signature

b) For transferring membership of NPS

- 1) Copy of PRAN Card
- 2) Form ISS – Inter Sector Shifting_Ver 1.5
- 3) ICSS Form

Candidates shall report at respective Training Centres with complete set of documents, failing which joining will not be permitted.