

CHECK LIST FOR NEWLY RECRUITED CSA (Customer Service Associate)

All documents must be presented in **Original** along with a **self-attested** copy.

S. No	Documents to be presented at the time of Joining
1.	Printout of online Application Form submitted to IBPS.
2.	Copy of appointment letter mentioning ALL TERMS AND CONDITIONS ACCEPTED and signed on every page. (E-Scan copy upto 400 kb in PDF format).
3.	Copy of Pan Card.
4.	Photo Identify Proof of name and permanent address such as PAN card / Passport / Driving Licence / Voter's Card / Bank Passbook with Photograph / Photo ID issued by Gazetted Officer (on official letterhead) or Photo ID issued by People's Representative (on official letterhead)/ Recognized College or University ID Card / Aadhaar Card / Employee ID. If the residence address has been changed, then letter from a recognized public authority or public servant verifying identity & residence.
5.	Copy of Proof of Date of Birth (Birth Certificate or Std. X/XII Certificate with DOB). (E-Scan copy upto 400 kb in PDF format).
6.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years/ consolidated marksheet for Graduation.
7.	Copy of Provisional / Final Degree Certificate for Graduation. (E-Scan copy upto 400 kb in PDF format).
8.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years for other qualification (if any)
9.	Copy of Provisional / Final Certificate for other qualification like Post Graduation, JAIB, CAIB etc. (if any) (E-Scan copy upto 400 kb in PDF format).
10.	Computer Literacy: Candidate should have certificate/ Diploma/degree in computer operations/ Language/ should have studied Computer/ Information Technology as one of the subjects in the High School/ College/ Institute. (As mentioned in advertisement). (E-Scan copy upto 400 kb in PDF format).
11.	Copy of Caste / Category Certificate (only for SC/ST/OBC/PWD/XSM/ Disabled XSM/Dependents of XSM/1984 riots/ Widows/Divorced Women and women legally separated from their husbands who have not remarried/ Regular Employees of the Union Carbide Factory Bhopal retrenched from service (applicable only to Madhya Pradesh state) category candidates. (E-Scan copy upto 400 kb in PDF format). In the case of OBC Candidates, submit valid OBC Caste Certificate containing the non-creamy layer clause. OBC Caste Name mentioned in the certificate should tally letter by letter with the Central Government list / notification. (pls refer www.ncbc.nic.in for central list of OBCs). **Submit Certificate that can be verified online to ensure authenticity and expedite the verification process**
12.	Valid Income and Assets certificate issued by any of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates (Candidates to submit EWS Certificate valid for F.Y 2024-2025. (E-Scan copy upto 400 kb in PDF format). **Submit Certificate that can be verified online to ensure authenticity and expedite the verification process**
13.	Two Passport size photographs similar to that pasted on the application for submitted for CWE preliminary and Main Exams.
14.	Relieving Certificate from previous employer(s) (if applicable) (E-Scan copy upto 400 kb in PDF format).
15.	Experience Certificate (If any) (E-Scan copy upto 400 kb in PDF format).

16.	All Formats (sent with appointment letter and available on website of Bank https://punjabandsindbank.co.in/content/recruitment under the link Recruitment)
18.	Medical certificate (on the enclosed proforma, also sent with appointment letter) of fitness from a Medical Officer of the rank of CMO/Civil Surgeon of a Govt. Hospital, acceptable to Bank. <i>Medical report should also be accompanied by a full-size chest X-Ray, X-Ray report, Blood Report and Urine Report.</i>
19.	Service Agreement (on the non-judicial stamp paper as per rates applicable in the State)
20.	Two separate character certificates, either from a Gazetted Officer or from an officer in a Nationalized bank not below the rank of Asstt. General Manager not related to the candidate.
21.	Undertaking for having applied in any other organisation (If any).
22.	Any other relevant documents in support of eligibility.
23.	Undertaking for Proficiency in Official Language of the State/UT (non-judicial stamp paper of Rs.100/-)
24.	Copy of CIBIL Report
25.	If there is any *difference in father's, mother's or self-name in any identity proof, X/XII certificate, graduation Provisional/Final Degree or Application Form filled while applying for IBPS CRP-XIV one must get a notarized Affidavit for the same on Ten Rupees/Rs.10 Stamp paper. *Difference • Difference in sequence of name or, • Any abbreviation used in some documents and not used in some or, • Surname not mentioned or mentioned in some documents or, • Any spelling mistakes. **In case of candidates who have changed their name, will have to produce original Gazette notification / their original marriage certificate / affidavit in original.

*****Please note that separate E-Scanned copy (PDF format) of all the above-mentioned documents (Within Size) to be provided at the time of Document Verification.**