

INSTRUCTIONS

- **Offer of Appointment for Office Assistant (Multipurpose) post issued to eligible candidates.**
- **Offer of Appointment mailed on registered E-mail ID of candidates & dispatched through Speed post at postal address.**
- **Report for joining at the specified address on 01st August, 2019.**

FORMALITIES REQUIRED TO BE COMPLETED AT THE TIME OF JOINING

Candidates are required to produce the following documents/ certificates in original at the time of joining in the allotted Region of the Bank.

- i) Original copy of Offer of Appointment duly signed/accepted.
- ii) Relieving order from the present employer, if employed and not yet submitted.
- iii) Discharge certificate issued by Defense Authorities in case of Ex-servicemen, if not yet submitted.
- iv) Duly signed and notarized Indemnity Bond as per attached copy of Text of Bond (specimen). The text of the Bond is to be neatly typed on the non-judicial stamp paper/s of value of Rs 100/- and executed by the candidate (employee), surety, two witnesses before Notary/Magistrate/Judge. The terms used in Indemnity Bond are explained as under:
 - Party of the first part - Name of the candidate (Employee).
 - Party of the second part – Name of surety preferably father or close relative of candidate.
 - Witness - Other than the above persons.

Signatures of all the above on last page of the Indemnity Bond at appropriate place.