

## Recruitment of Executive (on contract) - Post advertised in July 2012

### Important Instructions -List of documents to be brought by the candidates at the time of Personal interview (PI)

Please carry the call letter to the venue on the day of the personal interview with a passport size photograph pasted on it on the space provided on the top and duly signed across along with the **print out of the application form which you had submitted online at the time of applying for the captioned post and also the original counterfoil of payment receipt of application fees / fee payment challan.**

You should bring attested copies as well as original certificates/testimonials in respect of the following:

(i)	Date of Birth (School Leaving Certificate/10th Standard marksheet and / or Passing Certificate),
(ii)	High school (Class 10th) Marksheet and passing certificate. Intermediate (12th) marksheet and passing certificate.
(iii)	Marksheets of all years of graduation as well as Provisional Degree Certificate/Degree Certificate. Marksheets and degree for Post graduation, if any.
(iv)	Caste Certificate/PWD certificate from the competent authority (for SC/ST/OBC/PWD candidates). Candidates belonging to OBC category should bring the latest OBC certificate in original along with attested copies thereof issued by the competent authority on the prescribed proforma. OBC Certificate should be of a <b>recent date</b> and in the Central Government format with suitable mention about non creamy layer. (Candidates having certificate with "Non-creamy layer Clause" only would be eligible for reservation as per the Government of India guidelines.) The caste indicated in the OBC/SC/ST certificate should be appearing in the <b>central list of the concerned State Government</b> , failing which; the caste certificate would be treated as invalid.
(v)	Experience Certificate/s (from past and current employers) and Relieving Letter/s (from past employer/s) issued by competent authority, Offer Letters, Appointment Letters, Pay/Salary Slips clearly indicating the designation, date of joining and date of relieving for each of the past/previous employment. The experience certificate/testimonials produced by you in respect of your work experience should categorically indicate the date of joining, designation at the time of joining, date of promotion with designation, if any, in absence of which, the certificate would not be considered and the candidate would not be allowed to appear for the interview.
(vi)	Photo Identity Proof (PAN Card/ Driving License / Voter ID Card etc and any other document which you may like to produce.

3. Please note to bring **Four (4) copies of CV duly signed with** photo affixed on the same and duly signed across. The CV should also contain your brief medical history which should cover any major illness/operations undergone by you in the past. The format of the CV is displayed on the Bank's website [www.idbi.com](http://www.idbi.com)

4. If you are already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings you will have to produce a 'No Objection Certificate' from your employer, at the time of personal interview. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced.

5. If you are an Ex-Servicemen you must produce Discharge Certificate issued by Defence Authorities.

**Please note that if the candidate fails to produce even one of the above mentioned documents, he/she will not be allowed to appear for the interview.**