



विजया बँक VIJAYA BANK  
क्षेत्रीय कार्यालय REGIONAL OFFICE  
नागपूर NAGPUR-440009

19, Great Nag Road, NAGPUR-440009

Ph. 0712- 2022796,97 E-mail : [ro.nag9128@vijayabank.co.in](mailto:ro.nag9128@vijayabank.co.in)

REF.NO.RON/PER/N/192/2019

Date: 30.04.2019

To,  
Ms. Gayatri Manohar Kanoje  
Roll No. 2271014528  
Subhash Ward, At Post Bela, Bhandara,  
Maharashtra, 441906  
Mob No. 9403745199, Mail ID-gayatrikanoje6660@gmail.com

Dear Sir/Madam,

**Re.: Your provisional allotment for appointment in Clerical cadre- Biometric verification, Language Proficiency Test and Document Verification**

With reference to your application for the post of Clerk and the subsequent written test, you have been found successful in the online test conducted by Institute of Banking Personal Selection, Mumbai subject to all the terms and conditions mentioned in their advertisement dated 14.09.2018.

Subsequently, you were provisionally allotted to our Bank for appointment in clerical cadre.

In terms of **Clause "F (ii)"** of the advertisement dated 14.09.2018 issued by IBPS, Mumbai it is stated as under:

*"The biometric data and photograph will be captured/verified at the time of joining of provisionally allotted candidates. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates."*

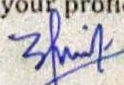
Further, in terms of **Clause "E"** of the advertisement dated 14.09.2018 issued by IBPS, Mumbai it is stated as under:

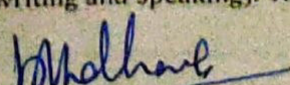
*"The provisional allotment is subject to the candidate fulfilling the criteria for Participating Organisation and identity verification to the satisfaction of the allotted organisation. This does not constitute an offer of employment. **Verification of documents with regard to eligibility criteria** will be carried out by the participating organization. The participating organization will also ascertain **Proficiency of local language** (reading, writing and speaking) of the State/UT for the provisionally allotted candidates. The participating organization reserves the right to cancel the candidature on account of deficiency of the same. Decision of the participating organizations here shall be final and binding upon the candidates. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited."*

In view of the above, you are now advised to report to the following address for (i) Biometric Verification (ii) Local language proficiency test (iii) Document Verification on **06.05.2019 (Monday) 10.00 am** at

Vijaya Bank  
(Now Bank of Baroda)  
Regional Office,  
19 Great Nag Road,  
Nagpur, MH 440009

We further advise that following Biometric Verification, you will be required to undergo the Proficiency Test to ascertain your proficiency **of local language** (Reading, writing and speaking). This test will be to

  
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MIET, Bhandara

  
Principal  
M. Patel Institute of Engg. &  
Tech. Shahapur, Bhandara



assess proficiency in Local language (a) Writing – you will be dictated 3 or 4 lines in local language to write, (b) Speaking – Converse with the committee in local language, and (c) Reading – you will be asked to read 4 or 5 lines etc.

In case you do not qualify the test, then you will be granted one more opportunity by way of extension up to -3- months in joining the Bank's service and you will have to re-appear for the test. Failure to pass the test will lead to cancellation of your candidature in terms of the advertisement dated 14.09.2018 issued by IBPS Mumbai.

On successfully clearing the proficiency test, your document verification will be undertaken. For this purpose, you are advised to carry the following documents / certificates in original alongwith two photocopies of the same duly self-attested and six passport size photographs;

- i. Certificates in support of your educational qualifications from SSC / Matric onwards, HSC or any equivalent examinations, Degree etc.
- ii. Valid system generated printout of online application form registered for CRP Clerks-VIII.
- iii. Computer Literacy Certificate- Operating and working knowledge in computer systems is mandatory i.e. candidates 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.
- iv. Experience certificates, if any.
- v. Caste certificate issued by the Competent Authority in the format prescribed by Government of India, in case you belong to SC / ST / OBC category.
- vi. Candidates belonging to OBC category should submit the OBC certificate specifically mentioning the 'Creamy Layer' clause.
- vii. Medical certificate from the Medical Board at the District Level in case you belong to Physically Challenged category.
- viii. Relieving order from your present employer, if employed.
- ix. Copy of PAN Card & Aadhaar Card or copy of challan receipt/ online generated receipt issued by the concerned authority of having applied for issuance of PAN Card or Aadhaar Card.
- x. Satisfactory reports (character certificate) from -2- referees.

In terms of Clause "H (4)" of the advertisement dated 14.09.2018 issued by IBPS Mumbai it is stated as under:

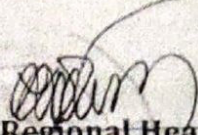
*IBPS/ Participating Organisations would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a Participating Organisation, his/her services are liable to be summarily terminated.*

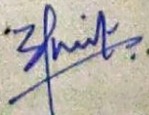
You will also be required to submit PRAN at the time of joining. In case you do not have PRAN you are required to generate the same through <https://cnps.nsdl.com>.

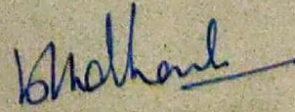
Once your credentials are verified and you have cleared the proficiency test, we will be issuing you letter for undergoing medical examination. Upon receiving your medical fitness report we will be issuing you offer of appointment for joining the Bank's service.

In view of the above, you are advised to report to above address on **06.05.2019 at 10:00 A.M.**

Yours faithfully,

  
Regional Head

  
In-Charge  
Training & Placement  
MIET, Bhandara

  
Principal  
M. Patel Institute of Engg. &  
Tech, Shahapur, Bhandara



22. You will also be entitled to the usual benefits such as Gratuity as per Payment of Gratuity Act, Contributory Provident Fund, Leave Fare Concession, Encashment of leave, Medical Facility etc. as permissible under the Bank's rules from time to time.
23. You will not be entitled to become member of SBI Employees Mutual Welfare Scheme.
24. You shall give an undertaking to the Bank that you will be prepared to serve anywhere in India, at any branch/office of the Bank at any time, should the exigency of service so require and/or wherever required by the Bank. The Bank shall be entitled not to consider your application for transfer, if made, to a place of your choice at least for a period of three years from the date of your appointment, for transfer to a place within the Circle and 5 years for Inter-Circle transfer.
25. Please produce this letter to the Chief Manager (HR), at the Administrative offices, where you report for the joining formalities.
26. Do not reply to this email. For any genuine query contact 022-26445228 / 38 / 23.

Yours faithfully,

ASSISTANT GENERAL MANAGER (HR)

LOCAL HEAD OFFICE, MUMBAI

Encl: Contact Details of Administrative Office (Centres) - Annexure I

**LIST OF CENTERS/ADMINISTRATIVE OFFICES FOR DOCUMENT VERIFICATION AND MEDICAL EXAMINATION: ANNEXURE I**

ADMINISTRATIVE OFFICE	ADDRESS	Contact Person & Telephone Numbers
MUMBAI WEST	STATE BANK OF INDIA ADMINISTRATIVE OFFICE, MUMBAI WEST, 1 <sup>st</sup> Floor, Madhuli Building, H/2,	Shri. Satish R Mandawale Chief Manager (HR) 022 - 24993146 022 - 24993134

*3/11/20*  
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MIET, Bhandara

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Tech. Shahapur, Bhandara

Principal