

कॉर्पोरेट कार्यालय Corporate Office
254-260, अद्वैत शम्भुगम सालै
Avvai Shanmugam Salai
रायपेट्टा Royapettah,
चेन्नै Chennai - 600 014



मानव संसाधन प्रबंधन विभाग HRM Dept
Recruitment
☎: 044-28134068
☎: 044-28134065
✉: cohmrrecruitment@indianbank.co.in

Ref: Offer: Reg. No: 2040521167

Date: 13/07/2022

Ms. JEYASHRI A
Daughter of Mr. ARUMUGAM S
54 SOLAPADI SUBRAMANIYAM STREET
SHEVAPET
SALEM
TAMILNADU-636002
Mobile No.: 8870201726

Madam,

Sub: PROVISIONAL OFFER OF APPOINTMENT AS CLERK

Based on your application submitted to Institute of Banking Personnel Selection (IBPS), Mumbai under Common Recruitment Process (CRP Clerks-XI), you have been allotted to Indian Bank for the State / UT of **TAMIL NADU**. We are pleased to offer you provisional appointment in our Bank as Clerk under **OBC** category subject to your accepting the terms and conditions set out hereunder.

This Appointment is provisional and is subject to satisfactory report regarding verification of your credentials including your character, antecedence, community, income and asset certificate (if applicable) and fulfillment of other conditions stated in this offer letter.

You will be drawing an initial Basic Pay of Rs. 19,900 /- p.m. (which include two additional increments for graduation) in the scale of pay of Rs. 17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920 (20 years) and entitled to dearness allowance and other allowances as admissible from time to time as per the Settlement/Awards applicable to the Clerical cadre of the Bank.

Please note that on appointment as Clerk.

1. You will be governed by

- The rules and regulations in force from time to time as provided for in the relevant Settlements / Awards, rules and regulation of the Bank as applicable to Award Staff of the Bank.
- 'Memorandum of Settlement-Disciplinary Action and Procedure Thereof' for workmen dated 10th April 2002 as amended up-to-date.
- Any other memorandum already formulated and new regulations to be formulated in future by the Board of the Bank to govern the Service conditions from time to time.

2. While you shall be eligible for pay, allowances and other perquisites as per the Bi-partite Settlements (as modified from time to time), perquisites and other facilities which are not within

I accept all the terms and conditions stated above

Signature

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the purview of industrial level Bi-partite Settlements, may be applied to you on such basis as may be decided by the bank from time to time.

3. Confirmation in the Permanent services of the Bank

- i) You will be on probation for a period of six months, which may be extended by a further period of 3 months or until the receipt of satisfactory report on your character and antecedence from respective Civil / Police authorities. Your confirmation in the Bank's services is subject to your satisfactory performance in the Bank. Please note that even if you have completed the required period of service of the probation period (6 months or 9 months), **you will not be confirmed in the service of the Bank until satisfactory verification report is received from the authorities concerned.** In the event of receiving a favorable report, you will be confirmed in the service of the Bank from the date you would have been confirmed in the normal course and all eligible benefits would be extended from the aforesaid date.

Notwithstanding anything contained in this offer letter, even within the period of probation, your services are liable to be terminated at the sole discretion of the Bank without assigning any reason thereof, but with one month's notice or one month's pay and allowance in lieu of notice.

- ii) If you desire to leave the service of the Bank at any time during the period of probation, you will have to give a clear 14 days notice or in lieu, you will have to pay 14 days pay and allowance to the Bank.

4. Joining in the Bank's Services

You are advised to report on 18.07.2022 at your own cost at the following Address :

INDIAN BANK, ZONAL OFFICE: DHARMAPURI
Address: 410 GANDHIROAD
, OPP OLD BUS STAND, FIRST FLOOR, KRISHNAGIRI, TAMILNADU-635001
Phone No.: 0434-3233108

Please bring original (wherever applicable) and submit 1 set (or as specified below) of self-attested photocopies of the following certificates / documents.

Note: Original documents (if any) will be returned to you on the same day after verification.

- This offer letter duly signed by you as unconditional acceptance of the terms and conditions as laid down therein
- Fee receipt and Printout of the online application submitted to IBPS, Original e-mail communication /Final Scorecard sent to you by IBPS, Mumbai intimating about your allotment to the Bank
- Copy of Call letters for Online Examination (Preliminary & Main) duly signed with photograph pasted on it.
- Unconditional Discharge / Relieving certificate and Experience Certificate from the previous employer(s) (if any).
- Ex-servicemen Declaration (Format is available in careers page of www.indianbank.in)

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- f) Certificate for Computer Literacy (if the candidate has not studied computer as one of the subjects in school and/or college).
- g) NPS Intersector Shifting form (available in Bank's website) and send the same to Corporate Office, HRM Department, NPS / PF Section duly attested by the Branch Manager / Chief Manager (Administrative Office / STC)

5. **Online Induction Training**

Once the joining formalities are complete, you will be required to undergo Online Induction Training Program, details of which shall be informed by our HRD department at your registered email id.

6. You shall not bring or attempt to bring any political or outside influence to bear upon any superior authority to further your interest in respect of matters pertaining to your posting/transfer/promotion etc. in the Bank. If it is found that you have resorted to such action, your service is liable to be terminated without assigning any reason.
7. Your appointment is subject to the condition that you may be posted to any office / branch of the Bank as the Bank may require from time to time, and you will have to discharge all the clerical duties assigned to you including field work appropriate to the needs of the branches/offices to which you are posted.
8. You will be covered under "Defined Contributory Retirement Benefit Scheme" (NPS Corporate Sector Model).
9. You are required to become a member of a Scheme "Solace for Expired Employees' Dependents" (SEED). Membership to this Scheme is compulsory.
10. It is an explicit condition of your employment in the Bank that during the period you are so employed, you will not engage yourself in any trade or business, insurance etc. either in your name or in benami names outside the scope of your duties. If subsequently, it is revealed that you are involved in/ assisting such business interest, trade or insurance, as the case may be, your service will be liable to be terminated without assigning any reason.
11. Please note that if at any stage of selection process/employment, it is found that you do not fulfill the eligibility norms of recruitment / found guilty of impersonation or that you have furnished any incorrect / false information / certificate(s) / document(s) or have suppressed or concealed any material fact(s), like past employment, criminal case pending / arrested / FIR lodged etc. your service are liable to be terminated. In addition, you will be liable for criminal prosecution.

12. **Acceptance of the Offer**

Please submit duplicate copy of this letter in its entirety, duly signed by you on all pages at the time of joining in the Bank. In the event of you not accepting the offer, it will be presumed that you are not interested in the Offer of Appointment and it would automatically stand cancelled, without further reference to you.

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We take this opportunity to welcome you to Indian Bank family and wish you a rewarding career over the years to come.

Yours faithfully



Assistant General Manager (HRM)

Name	JEYASHRI A
Registration No.	2040521167
Recruitment Process	IBPS CRP CLERK-XI
Date of Birth	11-Oct-99
Applied Category	OBC -
Allotted Category	OBC
State / UT Applied	TAMIL NADU
Educational Qualification	

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Signature