



**HRM DEPTT**

**INSTRUCTIONS FOR THE CANDIDATES.**

01. **Offer of Employment (uploaded on Bank's Website)** – two copies. One copy to be retained by candidate and 2<sup>nd</sup> copy to be returned to the Bank duly signed at the time of verification of documents at concerned Regional Office.
02. **All original documents alongwith one set of attested photo copies of all documents / application form are to be submitted to the Bank at the time of verification of documents at concerned Regional Office**
03. **Inventory Form** – Candidates has to fill in all the details about himself & submit it to the Bank at the time of verification of documents at concerned Regional Office.
04. **Police Verification Report** – First page of the police verification letter is addressed to the Police Authorities which is signed by the Officials of the bank. **( Signature & seal of the Bank can be obtained on the downloaded formats from the nearest Branch / office of the Bank )** The candidate has to write name of the nearest Police Station / Commissioner's Office on the said letter. On the 2<sup>nd</sup> page of Police verification report candidate has to affix his / her recent photograph duly attested by him. Candidate has to submit both the pages alongwith self declaration form to his / her nearest Police Station / Police Commissioner's Office and obtain their acknowledgement of having received the report on photo copy of the same. The acknowledged copy by the Police Authorities be submitted to his / her Regional Office for Bank's record purpose.
05. **Self declaration** - Candidate has to affix his latest photograph on the first page & fill in the complete form and submit the same to concerned Regional Office. Candidate may also submit one copy of the form to Police Authorities alongwith police verification report to enable the Police Authorities to send certificate to the Bank.
06. **Caste Verification Report (where applicable)** – Candidates have already submitted their caste certificate (only in case of SC/ST & OBC candidates). These certificate has to be confirmed by the District / Tahsildar / Collector of the City as the case may be. Candidate has to submit the same to the concerned Govt. authorities and obtain acknowledgement from the Govt. authorities & the same it to be submitted to Bank for record.
07. **Medical Report** - Candidate has to obtain medical report from District Civil Surgeon / Bank's Medical Doctor ( available at select places only ) and submit the same to the Bank at the time of verification of documents.
08. **Amount of Security Deposit / Personal Surety Bond** – Candidate has to submit security deposit / Personal surety Bond duly executed on non judicial stamp paper of `200/- & duly notarized.
09. **Cash Security Bond** – Candidate has to submit cash security of `10,000/- in the form of deposit in Bank of Maharashtra at the time of verification.

**For any doubts candidates may approach their respective Regional Offices. The address of the same is given in the Offer letter.**