

**CHECK LIST FOR NEWLY RECRUITED CSA (Customer Service Associate)**

All documents must be presented in the **original** along with self-attested copy of the same. Two copies of filled Attestation Form to be produced.

S. No	Documents to be presented at the time of Joining
1	Printout of online Application Form submitted to IBPS.
2	Copy of appointment letter mentioning TERMS AND CONDITIONS ACCEPTED and signed on every page. <b>(E-Scan copy upto 400 kb).</b>
3	Copy of Pan Card <b>(E-Scan copy upto 300 kb).</b>
4	Photo Identify Proof of name and permanent address such as PAN card / Passport / Driving Licence / Voter's Card / Bank Passbook with Photograph / Photo ID issued by Gazetted Officer (on official letterhead) or Photo ID issued by People's Representative (on official letterhead)/ Recognized College or University ID Card / Aadhaar Card / Employee ID. If the residence address has been changed, then letter from a recognized public authority or public servant verifying identity & residence. <b>(E-Scan copy upto 300 kb).</b>
5	Copy of Proof of Date of Birth (Birth Certificate or Std. X/XII Certificate with DOB) <b>(E-Scan copy upto 300 kb).</b>
6	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years/ consolidated marksheet for Graduation.
7	Copy of Provisional / Final Degree Certificate for Graduation. <b>(E-Scan copy upto 300 kb).</b>
8	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years for other qualification (if any)
9	Copy of Provisional / Final Certificate for other qualification like Post Graduation, JAIIB, CAIIB etc. (if any) <b>(E-Scan copy upto 300 kb).</b>
10	Computer Literacy: Candidate 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. (As mentioned in advertisement)
11	Copy of Caste / Category Certificate (only for SC/ST/OBC/PWD/XSM/ Disabled XSM/Dependents of XSM/1984 riots/ Widows/Divorced Women and women legally separated from their husbands who have not remarried/ Regular Employees of the Union Carbide Factory Bhopal retrenched from service (applicable only to Madhya Pradesh state) category candidates. <b>(E-Scan copy upto 300 kb).</b> <b>In the case of OBC Candidates, submit the latest OBC Caste Certificate containing the non-creamy layer clause on the date of joining along with the OBC Certificate valid as on the date of application to IBPS. OBC Caste Name mentioned in the certificate should tally letter by letter with the Central Government list / notification.</b> (pls refer <a href="http://www.ncbc.nic.in">www.ncbc.nic.in</a> for central list of OBCs).
12	Valid Income and Assets certificate issued by any of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates <b>(Candidates to submit latest EWS Certificate on date of joining along with EWS Certificate valid as on date of application to IBPS. (E-Scan copy upto 300 kb).</b>
13	Two Passport size photographs similar to that pasted on the application for submitted for CWE preliminary and Main Exams. <b>(E-Scan copy of one photograph upto 50 kb).</b>
14	Relieving Certificate from previous employer(s) (if applicable) <b>(E-Scan copy of one photograph upto 400 kb)</b>
15	Experience Certificate (If any) <b>(E-Scan copy of one photograph upto 400 kb).</b>
16	All Formats (sent with appointment letter and available on website of Bank <a href="http://www.punjabandsindbank.co.in">www.punjabandsindbank.co.in</a> under the link Recruitment)
17	Declaration of fidelity and secrecy <b>(E-Scan copy of one photograph upto 300 kb)</b>
18	Medical certificate (on the enclosed proforma, also sent with appointment letter) of fitness from a Medical Officer of the rank of CMO/Civil Surgeon of a Govt. Hospital, acceptable to Bank.

	<i>Medical report should also be accompanied by a full-size chest X-Ray, X-Ray report, Blood Report and Urine Report.</i>
19	Service Agreement ( <b>on the non-judicial stamp paper as per rates applicable in the State</b> )
20	Two separate character certificates, either from a Gazetted Officer or from an officer in a Nationalized bank not below the rank of Asstt. General Manager not related to the candidate.
21	Undertaking for Proficiency in Official Language of the State/UT (non-judicial stamp paper of Rs.100/-)
22	Undertaking for having applied in any other organisation (If any).
23	Any other relevant documents in support of eligibility.
24	Affidavit (in case) for mismatch in Self, Father, Mother and Spouse name on supporting documents.
25	<b>E-Scan copy of Signature upto 20 kb</b>

**\*\*\*Please note that separate E-Scanned copy of all the above-mentioned documents (Within Size) to be provided at the time of Document Verification.**