

**INSTRUCTIONS FOR THE CANDIDATES / SECURITY OFFICERS – PROJECT 2016-17**

- 01. Offer of Employment** (Ref No. AX-1/ST/RP/4461/SEC-L1-2016 Dated 11.11.2016) – One copy is sent to the candidate on the address given by him / her at the time of online registration of application. The candidate should take a photocopy of the same. One copy is 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 Head office.
- 02. All original documents alongwith one set of attested photo copies of all documents / application forms / acknowledged copies are to be submitted to the Bank at the time of verification of documents at Head office** ; on the day of joining the Bank's service at Head Office for further posting.
- 03. Inventory Form** – Candidates has to fill in all the details about him / her & submit it to the Bank at the time of verification of documents at Head Office.
- 04. Self declaration** - Candidate has to affix his latest photograph on the first page & fill in the complete form and submit the same to Head 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.
- 05. Police Verification Report** – First page of the police verification letter is addressed to the Police Authorities. 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 a copy of self declaration form to his / her nearest Police Station / Police Commissioner's Office and obtain their acknowledgement of having received the documents; on photocopy of the same. The acknowledged copy by the Police Authorities be submitted at the time of document verification at Head Office for Bank's record purpose. (Letter & reply formats are enclosed with hard copy of Offer Letter).
- 06. Caste Verification Report (where applicable)** – Candidate has to submit the same to the concerned Govt. authorities and obtain acknowledgement from the Govt. authorities & the same is to be submitted to the Head Office.
- 07. Affidavit / Declaration by candidates belonging to OBC category:** It should be submitted by the candidates belonging to OBC category at the Head Office
- 08. 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.
- 09. Amount of Security Deposit / Personal Surety Bond (Service Bond)** – Candidate has to submit security deposit / Personal surety Bond for Rs.200,000/- (Rs. Two Lakh only) duly executed on non judicial stamp paper of Rs.200/- & duly notarized.

- 10. New Pension Scheme (NPS): (a)** The candidate is to be covered under New Pension Scheme. For registration under New Pension Scheme and allotment of a **Permanent Retirement Account Number (PRAN)**, candidate should submit CS-S1 form i.e. Subscriber Registration Form alongwith self-attested photocopies of Proof of Identity, Address and Date of Birth. (b) However if the candidate already holds a PRAN under NPS, he / she should submit **ISS-1 and CS-S3** forms, alongwith self-attested photocopies of Proof of Identity, Address, Date of Birth and PRAN Card for shifting his / her PRAN to Bank of Maharashtra. For verification of documents to be enclosed, originals would be required for verification.
- 11. Cash Security Bond –** Candidate has to submit cash security of Rs.15,000/- in the form of deposit in Bank of Maharashtra at the time of verification / within 3 months from the date of appointment on probation.

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