

HRM DEPARTMENT : HEAD OFFICE, PUNE

Instructions for New Chartered Accountants selected candidates 2014-2015

Documents to be submitted at the time of joining at place of posting

The following documents shall be submitted by each Chartered Accountant while joining at place of posting. **If these are NOT submitted, the Bank may NOT allow you to join.**
You have to resubmit these even if submitted on earlier occasion

IMP: ARRANGE ALL YOUR DOCUMENTS IN THE FOLLOWING ORDER AND FILE IN A PLASTIC FOLDER / file.

WHERE SELF-ATTESTED PHOTOCOPIES ARE SUBMITTED e.g. PROOF FOR BIRTH-DATE, MARK-SHEETS & CERTIFICATES REGARDING EDUCATIONAL & PROFESSIONAL QUALIFICATION, PROOF FOR IDENTITY, CASTE CERTIFICATE ETC.; ORIGINALS SHOULD ALSO BE KEPT WITH YOU IN THE SAME ORDER AND SHOWN TO THE BANK'S OFFICIALS; MANDATORILY; FOR VERIFICATION.

Sr	Name of Document	Details
1	Offer of Employment	Original copy signed by the candidate, Sign on ALL pages of the offer. It should be accepted <u>UNCONDITIONALLY</u> . Read all terms & conditions carefully.
2	Proof of Date of Birth	Self-attested photocopy of documents / mark-sheets & certificates having your Date of Birth mentioned therein – documents like PAN Card, Driving License, Passport, Birth Certificate, School Leaving Certificate, SSC / HSC Mark-sheet or certificate wherein Date of Birth is mentioned etc.
3	Self-attested photocopies regarding your Educational & Professional Qualifications	
a	SSC	Self-attested photocopies of SSC Mark-sheet & Certificate
b	HSC	Self-attested photocopies of HSC Mark-sheet & Certificate
c	Graduation	Self-attested photocopies of Mark-sheets for EACH SEMESTER & Graduation Certificate.
d	Post-Graduation	Self-attested photocopies of Mark-sheets for EACH SEMESTER & Graduation Certificate.
e	Professional Qualification	If you possess Professional Qualification like MBA / MCA / CS / ICWA / C. A. etc, submit self-attested photocopies of year-wise Mark-sheets and Certificates.
d	Any Other	a) Self-attested photocopies of any other course etc. completed by you may be submitted. b) <u>Experience certificate</u>
4-A	Caste Certificate	Self-attested Photocopy of SC / ST Caste Certificate issued by Government Authorities in the format designed by the Central Government.

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4-B	OBC –Non-Creamy Layer	<p>i) Self-attested Photocopy of OBC Certificate issued by Government Authorities specifying that the candidate does NOT belongs to Creamy Layer. IMP: THIS CERTIFICATE SHOULD HAVE BEEN ISSUED ON OR AFTER 24th August 2014 ELSE THE SAME WOULD NOT BE ACCEPTED BY THE BANK.</p> <p>ii) Affidavit on Gen. stamp paper of Rs.100/- by OBC candidates.</p>
4-C	SC / ST / OBC – Procedure for Caste Verification	<p>Approach any branch / office of Bank of Maharashtra with a copy of your Offer for Employment, this instruction sheet , with your Identity Proof and request for issuing a Letter to Tahasildar / Block Revenue Authorities etc who have issued your SC / ST / OBC (Non Creamy Layer) Certificate. Take a photocopy thereof. Submit (a) Original Letter issued by the Branch / Bank & (b) self-attested photocopy of SC / ST / OBC (Non Creamy Layer) (c) Format for issuing certificate by the Government Authority to the Bank – confirming that the SC / ST / OBC (Non Creamy Layer) is issued by them. <u>Affix your color photo; similar to the photo used for original application; on the Format of Certificate to be issued.</u></p> <p><u>Obtain ACKNOWLEDGEMENT on second copy of the letter and submit the same alongwith all other documents.</u></p>
5	Proof of Identity	Self-attested Photocopy of Proof of Identity (with your photo) like PAN Card, Driving License, Voter ID / Election Card, Passport, Bank’s Passbook having photo affixed thereon etc.
6	Ex-Serviceman	If you are Ex-serviceman, you should submit self-attested photocopy of Discharge Letter.
7	Physically Handicapped	If you are Physically Handicapped, you should submit self-attested photocopy of “Physically Handicapped Certificate” issued by District Medical Board.
8	Medical Certificate	<p>Medical Certificate issued by Medical Officer on Bank’s Panel of Doctors or by District Civil Surgeon should be submitted by you.</p> <p>The Bank has appointed Medical Officers on Bank’s Panel of Doctors at select centers. You can get necessary information from Zonal Office of the Bank.</p> <p>In case; there is NO doctor on Bank’s Panel in your city / district, you will have to obtain Medical Certificate from “District Civil Surgeon”.</p> <p>IMP: Medical Certificate issued by Private Doctor (i.e. doctor not on Bank’s Panel or who is not a Civil Surgeon) is NOT acceptable.</p> <p>Take a Print-out of Letter – addressed to Bank’s Medical Officer / District Civil Surgeon alongwith Format for issuing Medical</p>

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		<p>Certificate. Approach nearby Branch / Office along with your Offer for Employment and Identity Proof and obtain Signature and Stamp from the Branch Manager / Authorized Officer on the Letter to be issued to Bank's Medical Officer / District Civil Surgeon. <u>Affix your latest color photo on the Medical Certificate / Report to be issued.</u></p> <p>Approach Bank's Medical Officer / District Civil Surgeon (as applicable) for medical check-up, obtain Medical Certificate / Report – confirm that the Bank's Medical Officer / Civil Surgeon has filled in all details including his own details like full name etc and affix proper stamp – mentioning that he is a Doctor on Bank's Panel / Civil Surgeon.</p>
9	Police Verification	<p>Take a Print-out of Letter addressed to Police Authorities (Two copies) alongwith Format for issuing Police Verification Report. Write your Name and Address of your nearest Police Chowki and attach a <u>Self-declaration Form</u> with your latest photo affixed thereon. Self-declaration Form is available on the Bank's website. Write your details like Full Name, Roll number etc. on Police Verification Format.</p> <p>Approach nearby Branch / Office with your Offer for Employment and this instruction sheet, and Identity Proof and obtain Signature and Stamp from the Branch Manager / Authorized Officer on the Letter (2 copies) to be issued to Police Authorities.</p> <p>Approach the concerned Police Authorities and submit the letter alongwith Format of Certificate to be issued and your self-declaration form. Obtain <u>ACKNOWLEDGEMENT</u> of the police authority with their stamp; on the second copy which should be submitted by you MANDATORILY while joining at the place of posting,</p>
10	Two Character Certificates	<p>You should obtain Character Certificates; at least from TWO RESPECTABLE PERSONS of the society; who are not related to you. The certificates should not be older than three months. These TWO Certificates (ORIGINAL Copies ONLY) should be submitted while joining at the place of posting.</p>
11	Security / Service Bond	<p>Bond Document which is available on the Bank's website.</p> <p>Security / Service Bond on Stamp Paper of Rs.200/- must be submitted. Surety Bond should be for Rs.2,00,000/-(Two lac only) for MMGS-II for TWO Years –as mentioned in the format. Format must be the same as is available on the Bank's website.</p> <p>Fill in the details / blanks like your name, age, address, names of first and second surety, age & their addresses, details /</p>

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		<p>number & date of your Offer for Employment etc.; properly.</p> <p>You should sign on all pages and also on joints of the pages.</p> <p>Obtain Signatures of BOTH of your sureties on all pages and also on joints of the pages – properly. <u>BOTH sureties shall have separate income source.</u></p> <p>This ORIGINAL SURETY BOND; duly filled and signed by you and your two sureties; must be submitted while joining at the place of posting duly notarized.</p> <p>If there is any doubt, you may approach your nearest branch / office of the Bank or contact HRM Department Head Office Pune. Email-agmhrm@mahabank.co.in; agmitd@mahabank.co.in</p>
12	Discharge / Relieving Letter	<p><u>Since you are employed earlier, you should submit “Discharge / Relieving Letter” issued by your earlier employer. Without the same, you will NOT be allowed to join.</u> In the letter; the employer should clearly mention reason for discharge and date on which you have been discharged from the duties. Such date has to be date prior to your joining our Bank</p>
13	Staff Inventory Form	<p>Fill in properly this form – information filled in by you; is going to be inserted in your Personal Biodata; to be maintained at HRM H. O. The same should be as per various documents submitted by you e.g. Date of Birth, Present & Permanent Address, Educational & Professional Qualifications etc.</p> <p>There may be marks; in internal promotion process for professional qualifications; decided by the Bank from time to time or some incentives and hence proper information is essential.</p> <p>Original Form; properly filled in and duly signed by you should be submitted.</p>
14	NPS Form	<p>Any employee joining the Bank’s service on or after 01st April 2010 is to be covered under New Pension Scheme / National Pension System (NPS). For the same the concerned employee should submit a <u>“Subscriber Registration Form – CS-S1 Form”</u> at the time of joining the Bank / joining Induction Training.</p> <p>Alongwith <u>CS-S1 form</u>, self-attested photocopies of Proof of Identity and Proof of Address should be enclosed. If in the Proof of Identity; Date of Birth is NOT mentioned, you should submit separate Proof of your Date of Birth. These KYC Documents alongwith form will be sent by the Bank to the Central Recordkeeping Agency (CRA) under NPS. Hence though you have submitted Proof of Identity separately to the Bank with other documents, Proof of Identity and Address (either Present</p>

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		<p>or Permanent Address) are to be enclosed with CS-S1 / NPS Form.</p> <p>If you already hold a PRAN under NPS, the same is to be shifted to the Bank. For the same, submit "<u>ISS-1 Form for Inter Sector Shifting of PRAN</u>" alongwith self-attested photocopies of PRAN Card, Proof of Identity & Address.</p>
15	Self-Declaration	<p>Original Form should be submitted. Your latest color photo shall be affixed thereon. Fill up all details including your address for last 5 years, dependants, earlier employment details etc.</p>
16	Application	<p>Bring Copy of ONLINE application</p>

Date: 10-09-2015

www.bankofmaharashtra.in/recruitment.asp