



ST. THOMAS COLLEGE, PALAI

RE-ACCREDITED WITH 'A' GRADE BY NAAC | COLLEGE WITH POTENTIAL FOR EXCELLENCE (UGC -CPE)

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

5.2.1 Average percentage of placement of outgoing students during the last five years

PLACEMENT OF OUTGOING STUDENTS 2017-18

+91 4822 212317
+91 9188420859
+91 9447140859

principal.stc@gmail.com
www.stcp.ac.in

Arunapuram P.O., Kottayam
Kerala - 686 574
India





MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Ph : + 91 481 2303277, 2373966, Fax: + 91 481 2563477

E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/ADM/HR/204/2017

Date: 1st January 2018

To

Mr. Akhilesh S Nair

Kovuparambil(H)

Kallar P.O

Mundiyeruma, Idukki.

akhisnair@gmail.com

SUB: OFFER LETTER

Dear Mr. Akhilesh S Nair,

With reference to your application, completion of internship and subsequent interviews on **28.12.2017**, you had with us, we at, **Manarcadu Social Service Society** are delighted to make you an offer of employment with us as per the terms and conditions given below:

1. You shall be designated as "**Internal Inspector- Trainee**".
2. You are expected to join the company not later than **5th January 2018** and will be reporting to "**Chief Executive officer**".
3. In consideration of your Services, you shall be paid **Rs. 9000/-** per month and food and accommodation at our Idinjamala centre subject to all statutory deductions. (subjected to change the location depends on the training sites)
4. You shall be on Probation for a period of **3 months** from the date of joining. Probation period may be extended or reduce depends on the performance .During the probation period If the performance is not up to the mark, Society can cancel the offer of employment on management's discretion.
5. Your working hours will be as per duty schedule framed from time to time as per the department's convenience. However, if required, the employee may be called upon to do any additional duties beyond the normal working hours as per the requirement
6. You are expected not to disclose any confidential information learned in the course of your employment about the business of the society or about its

clients or about the personal affairs of your superiors to anybody outside the firm both during and after your term of employment.

7. A detailed appointment order along with your duties and responsibilities will be given to you after the commencement of your appointment.
8. All policies with reference to your employment will be explained to you during the induction and will be mentioned in the society's employee handbook, which will be furnished to you at the time of documentation.
9. This offer of employment is valid until the close of business hours on 4th January 2018.
10. If the above terms and conditions are acceptable to you, you are instructed to sign the same as a token of your acceptance, while you are expected to bring Xerox copies of all the educational certificates, experience certificates, 3 passport size photo and last two months salary slips at the time of joining.

As agreed by you, we look forward for a longer association so that you can be competent to achieve better position in the society.

Welcome to Manarcadu Social Service Society!!

Sreekumar.M.S
Chief Executive Officer

S.no	Title	Name	Roll Number	Email ID
160	Mr.	Tony Mathew	150021245100	tonymathew038@gmail.com
161	Mr.	Tarun Thomas	150021245097	tarunthomas35@gmail.com

Deloitte.

Aflakhsha P.S



Personnel No: 514494

Blood Group: O +ve



CARMEL PUBLIC SCHOOL, PALA

Affiliated to C.B.S.E. Delhi, No: 930664 / 2006

PALA P.O, KOTTAYAM (Dt.), KERALA – 686575

Date: 11/09/2017

MEMO

Sub: Appointment Order : PRT

Mr. AJITH ABRAHAM, Kalapurackal (H), Kozhuvanal is hereby informed that she is appointed as a PRT on Probation in Carmel Public School Pala from the F.N of 11-09-2017 to 31-03-2018 A.N.

She is therefore directed to report for duty before the manager of the said school in time.

Manager

Carmel Public School Pala

MANAGER
**CARMEL PUBLIC SCHOOL
PALA**

To

AJITH ABRAHAM,
Kalapurackal (H),
Kozhuvanal

Copy to:

Principal





MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

23.09.2019

Mr. Akhil Mathew
Kulathinal
Narianganam P.O. Thalappalam
Kottayam - 686579.

Dear Akhil Mathew,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Production in our Company, in the MA1 grade with effect from 23.09.2019, on the following terms and conditions:

SALARY & PERKS

1. Basic Salary - Rs.2950/- per month.
2. House Rent Allowance - Rs.1475/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.15077/- per month.
6. Medical Allowance - Rs.246/- per month.

Annual Payments:

- a) LTA Rs.10500/- once in a block of two calendar years.
- b) Bonus as applicable.

Other Perks:

- a) Group Medical Insurance Coverage for self, spouse and dependent children.
- b) Group Personal Accident Insurance coverage for self.
- c) Employee's Compensation as applicable.

Retiral Benefits:

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2..



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Reg. No. K 282/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2563477

E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/04

16/8/2018

Mr. Albin P A
Perumpallipara
Idiyanal P O
Ramapuram, Kottayam-686576

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr. Albin,

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation**, organized by MASS (Manarcadu Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days.

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 16/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only) from our organization.
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livestock.

Albin P. A
edlbis

1/2

TRUTH



CHARITY

STELLA MARIS COLLEGE

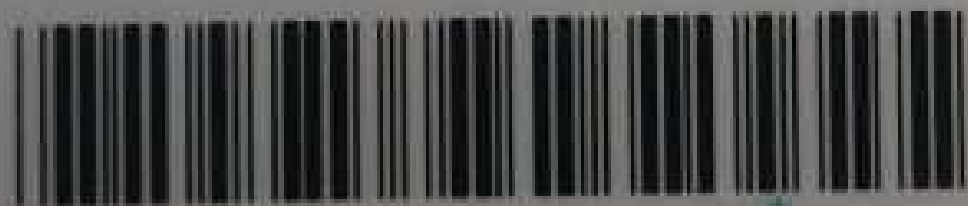
(AUTONOMOUS), CHENNAI, INDIA



MS. ANUJA JOSE

ASSISTANT PROFESSOR

ENGLISH



Principal

Principal



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India
Reg. No. K 282/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.
Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2563477
E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/08

20/8/2018

Mr. Aswathy Vijayan
Manayilthazthu (H)
Kulappalachak (po)
Rajakumary, Idukki

Sub

Appointment letter as volunteer in Rescue Team

Dear Ms. Aswathy

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation**, organized by MASS (Manarcadu Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days.

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only) from our organization.
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livestock

9 June, 2018

SPI_OFF_18_999

Ms. Athira K R
Kavalli House, Marangoli Post,
Kottayam,
Kerala - 686612

Dear Athira,

Offer Letter

This has reference to your application and subsequent interview you had with us. Further, we are pleased to offer you the post of **Subject Matter Expert - Physics**.

You are hereby requested to report for duty on **11 June, 2018 at 8:45 am** with the required documents as specified in the **Annexure A**. In case of any changes to the date of joining please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and, if found satisfactory, you will be confirmed in services. However, in the event of your performance found not to be satisfactory, your probation period could be further extended.

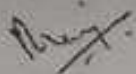
On Joining, your all-inclusive Cost to the Company (CTC) will be **INR 25,600/-** per month (subject to deduction of tax and other statutory payments, as may be applicable) as per CTC Annexure. You will also be eligible for all the benefits introduced in the Company policies.

In case of termination during the probation period, the company is liable to give 45 Days prior notice and if you resign during the probation period, you are liable to give 45 Days notice. On successful completion of the probation period and upon we offering you a permanent employment, the employment shall be terminated by either party by giving a notice of 60 Days or payment of gross salary in lieu thereof. However, acceptance of gross salary in lieu of notice period is at the sole discretion of the Company.

Please note that this employment is subject to **professional reference checks and documentary evidence of your previous employment**. You shall be given a detailed letter of appointment on the date of joining. As acceptance of this offer, kindly return the duplicate of this letter, duly signed by you, to us.

We look forward to having you onboard.

for **SPi Technologies India Private Limited**



Manoj P
Vice President – Human Resources

Received the Offer of employment and shall report for duty on the expected Date of Joining as mentioned above.

(Signature with date)

मुख्यालय

पश्चिम नौसेना कमान

बेलाई पियर, टाइगर गेट के तजदीक

नौसेना गोदीबाड़ा, मुंबई - 400 001

CS(II)/3300/DR/LAB:DEMO/2016(SNC)

07 Dec 17

Shri Chinmayan C Krishnan
Chakkankal(H)
Nechipuzhoor PO, Pala
Kottayam
Kerala- 686574

APPOINTMENT ORDER

1. The Chief Staff Officer (Personnel and Administration) hereby appoints you as "**Laboratory Demonstrator**" on regular basis from on or before **26 Dec 2017** against existing vacancies, subject to outcome of pending court cases, if any, and posted to the unit as mentioned below against the name of the individual on a starting basic pay of **{(Rs. ●●●●●●●●●●) in pay matrix as per 7th CPC; (in Level ●)}** plus the allowances as admissible to the Central Government employees stationed at **Jamnagar**. Personal details recorded at the time of your appointment are also indicated against your name: -

Sl.No	Name	Date of Birth	Category	Posted To
(a)	Shri Chinmayan C Krishnan	16 Dec 1993	UR	INS Valsura

2. Your classification will be **NON-INDUSTRIAL** and governed by such conditions of service as prescribed for provisional and temporary Non-Industrial employees in the Defence Service.

3. You will be on probation for a period of **TWO** years from the date of your joining duty. **You are required to undergo at least two weeks training is pre-recruitment qualification for completion of probation period .In accordance with DOP&T OM No. 28020/I/2010-Estt(C) dated 30 Oct 2014.** Your service is liable for termination without any notice and without assigning any reasons during the period of probation. After completing the probationary period satisfactorily, you will continue to be in your appointment. Your service is also liable for termination by giving one month's notice. If you desire to resign from service, you will necessarily have to give one month's notice.

4. You will be liable for service at any place in **INDIA** as required by the exigencies of service. You will be governed by the Field Service Liability Rules.

5. The appointment is provisional and subject to verification of caste/school leaving certificate/Non-creamy Layer certificate in respect of OBC Candidates through the proper channels and character and antecedent through Police Authority. If the verification reveals that the claim of the candidate belonging to caste/age and non-creamy layer in case of OBC is false his/her service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

Contd...2/-



IDBI BANK

(A Govt. of India Owned Bank)

Mob : 9605156620

Email : christywingsoffire@gmail.com



QUEST ON ASSIGNMENT

CHRISTY JOHN

Q1366617

Sales Officer

IDBI Bank Ltd.

Pendanathu Plaza, Near Head Post Office, Pala - 686 575, Kottayam Dist. Kerala

Phone : +914822-212077, 213071, Website : www.idbi.com



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

03.09.2019

Mr. Domin Mathew
Ellickamuriyil Yendayar P.O
Yendayar
Kottayam, Kerala - 686514.

Dear Domin Mathew,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Planning in our Company, in the MA1 grade with effect from 03.09.2019, on the following terms and conditions:

SALARY & PERKS

1. Basic Salary - Rs.2950/- per month.
2. House Rent Allowance - Rs.1475/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.15077/- per month.
6. Medical Allowance - Rs.246/- per month.

Annual Payments:

- a) LTA Rs.10500/- once in a block of two calendar years.
- b) Bonus as applicable.

Other Perks:

- a) Group Medical Insurance Coverage for self, spouse and dependent children.
- b) Group Personal Accident Insurance coverage for self.
- c) Employee's Compensation as applicable.

Retiral Benefits:

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2..



MANARCADU SOCIAL SERVICE SOCIETY

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E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/09

20/8/2018

Mr. Dony Mathew
Vathalloor (H)
Thodanal po, kottayam

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr.Dony,

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation**, organized by **MASS(Manarcad Social Service Society)** for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livelistock

Dony Mathew
Dony

**MRF**

MRF Limited, New No. 114 (Old No. 124), Greaves Road, Chennai - 600 006.
Tel : 91-44-2829 2777. Fax : 91-44-2829 2895. CIN : L25111TN1960PLC004306
Website: www.mrf tyres.com

14.10.2019

Mr. Edwin Jose A C
Ambattu House
Neendunokki, Kottiyoor
Kannur, Chennai - 670651.

Dear Edwin Jose A C,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Planning in our Company, in the MA1 grade with effect from 14.10.2019, on the following terms and conditions.

SALARY & PERKS

1. Basic Salary - Rs.2950/- per month.
2. House Rent Allowance - Rs.1475/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.15077/- per month.
6. Medical Allowance - Rs.246/- per month.

Annual Payments:

- a) LTA Rs.10500/- once in a block of two calendar years.
- b) Bonus as applicable.

Other Perks:

- a) Group Medical Insurance Coverage for self, spouse and dependent children.
- b) Group Personal Accident Insurance coverage for self.
- c) Employee's Compensation as applicable.

Retiral Benefits:

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2.



St Berchmans College

AUTONOMOUS



Mr JERIN B SEBASTIAN

Assistant Professor

Department of English



Willebrand





33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM

NAME : JERRY MATHEW

**DESIGNATION : PRODUCTION SUPERVISOUR
TRAINEE**

EMPLOYEE CODE : 124K5G


**AUTHORISED
SIGNATURE :**

BLOOD GROUP : O +VE

OFFICE NO : 0484 41 55 555 / 0484 41 55 508

MOB/RESI : 09567874650

PUNCHING ID : 8399



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India
Reg. No. K 282/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.
Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2553477
E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/10

20/8/2018

Mr. Jithin K Thankachan
Kunnumpurath (H)
Thalanadu po
Thalanadu
Kottayam

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr. Jithin

With reference to your application and subsequent discussions we had with you, we hereby appointment as a volunteer in the team of our Kerala Rescue Operation, organized by MASS (Manarcadu Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days.

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only) from our organization.
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support - food/medicine/water in isolated places
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4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss - human being/livestock



ST. ALOYSIUS COLLEGE

NAAC A Grade Accreditation DSY FIST Sponsorship

EDATHUA, ALAPPUZHA DIST., KERALA - 689573, INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Date: _____

APPOINTMENT ORDER

No : MB.E2.1001/2018

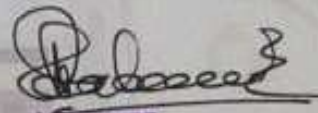
Date : 06-02-2018

Station : Edathua

Ms. Jomol Thomas, Kalapuraparampil, Neezhoor P O, Kottayam Dist. (NET Qualified) is appointed Assistant Professor on contract in the Department of Economics in the FDP vacancy of Smt. Bittu Ann Chacko, Assistant Professor under this Educational Agency on a pay of **Rs. 15600 + 6000/- AGP** per mensem in the scale of pay **Rs. 15600 – 39100+6000 AGP** in St. Aloysius College, Edathua w. e. f. **06-02-2018 FN**.
I am also to state that she will have no claim or right in future appointment.

Seal of the Governing Body/
Managing Council




Manager
ST. ALOYSIUS' COLLEGE
Edathua

Let Thy Divine Light Shine Miraculously

Phone: 0477- 2212264, 2215164, Fax : 0477 2212264

e-mail : sacedathua@gmail.com, principalsaceda@gmail.com, Website : aloysiuscollege.org

MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGH India

Reg. No. K 262/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph : + 91 481 2503277, 2583277, Fax: + 91 481 2503477

E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/11

20/8/2018

Mr. Jomon Joseph
Varickanielal (H)
Narianganam ps,
Narianganam

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr. Jomon

With reference to your application and subsequent discussions we had with you, we hereby appointment as a volunteer in the team of our Kerala Rescue Operation , organized by MASS(Manarcad Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

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5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livelistock

JOMON JOSEPH



Corporate Educational Agency Diocese of Palai

MEMO

No. B/99/2019

Pala
11 June 2019

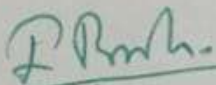
Sub:- Appointment order – On daily wage basis – LPST.

Ref:-

Sri. Joseph Savio, Nellikunnel (H), Idamattom P.O., is hereby informed that he is appointed LPST on daily wages basis in St. Joseph's LPS Chettuthode from 17-06-2019 to 31-03-2020 against the vacancy of Sr. Mercy Joseph, LPST, who retired from service on 31-03-2014 A.N.

He is, therefore, directed to report for duty before the manager of the said school in time.




Corporate Manager
By Power of Attorney

To

Sri. Joseph Savio

Copy to: -

1. The Local Manager, St. Joseph's LPS Chettuthode.
2. The Headmaster/Headmistress, St. Joseph's LPS Chettuthode.
3. The Stock file.

**** * * * * *

Mr./ Ms. JOSEPH SEBAN
C/O. Mr. SEBAN J JOLLY
VADAKKEMURY(H),
KANJIRAMATTOM P.O.,
CHENGALAM EAST, KOTTAYAM,
KERALA-686585

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018 at 09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be 6 days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur - 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of 3 years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

...2

Letter of Appointment

17.09.2018

**Josekutty Rajan
Puthuparambil House
Velanilam Post
Nenmeni, Kottayam**

Subject: Appointment for the post of Plant Supervisor

Dear Mr. Josekutty Rajan,

We are pleased to appoint you, the position of Plant Supervisor with Viswas Foods on the following terms and conditions.

Position. Your title will be Plant Supervisor, and your employment is subject to satisfactory completion of a probationary training period of six months. During this time, your performance, attitude etc. will be assessed. This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company.

Cash Compensation. The Company will pay you a starting salary at the rate of Rs.8000/- per month at the time of probation, payable in accordance with the Company's standard payroll schedule. After successful completion of probation, your salary will be increased subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

The Company reserves the right to terminate your employment, if you commit any serious misconduct, upon providing to you such minimum notice as required by law.

Privacy. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

We hope to have a long successful professional relationship with you and wish you all the very best.

Sincerely,

**Aswathy M J
Manager**

Aswathy M J
17-09-2018



29.09.18

Jacob and Richard International Pvt. Ltd.

502 Salary Slip

Employee Name	Josekutty Rajan	
Designation	Plant Supervisor	
Month & Year	Working Days	8
Earnings		
Gross Salary	8000	
Overtime		
Additional		
Deductions		
ESI		
EPF		
Prof. Tax		
Loan		
Salary advance		
LOP	5538	
Total Addition	8000	
Total Deduction	5538	
Net Salary	2462/-	

Rajk

Mr./ Ms. MARISA JOHNY
C/O. Mr. JOHNY GEORGE
EDAYODIYIL,
PONMUDI P.O.,
IDUKKI,
KERALA-685564

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **31.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be 6 days and the same will conclude on **05.01.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **30.12.2018**. In case you do not report for the induction training programme on **31.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of 3 years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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Administrative Officer



Parvathy Soman

ASET Programs



IDBI BANK

(A Govt. of India Owned Bank)

Mob : 8848712543

Email : rajeswaryinspireindia@gmail.com

QUEST ON ASSIGNMENT



RAJESWARY PEETHAMBARAN

Q1366616

Sales Officer

IDBI Bank Ltd.

Pendanathu Plaza, Near Head Post Office, Pala - 686 575, Kottayam Dist. Kerala

Phone : +914822-212077, 213071, Website : www.idbi.com

CKL/TRN/09/18-19

24.09.2018

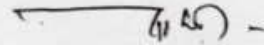
Mr. Raphiraj T.K.
Thalakkodan House
Medical College P.O;
Velappaya, Thrissur

Dear Mr. Raphiraj,

With reference to your application and subsequent interview held on 15th September 2018, we are pleased to appoint you as Microbiologist Trainee from 24th September 2018 in our company for a period of Six months on the following terms and conditions.

1. You will be paid a consolidated stipend of Rs. 8,000.00 per month
2. You will be eligible for casual leave at the rate of one day per month
3. Your period of training will expire on 23rd March 2019 without further notice or may be extended depending on your performance.
4. You will have no claim for future employment or any other benefits.
5. An experience certificate shall be issued on completion of the six months training. Those who leave before completing the training period shall not be eligible for experience certificate.
6. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
7. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

CARe KERALAM LIMITED



A joint venture of ayurvedic entrepreneurs and KINFRA (Govt. of Kerala) supported by AYUSH (Govt. of India)
III/671, KINFRA Small Industries Park, Nalukettu Road, KINFRA Park P.O. Koratty - 680 309, Thrissur, Kerala, India
Tele: (91-480) 2735737, Telefax: (91-480) 2735837, E-mail: info@carekeralam.com, Website: www.carekeralam.com

An ISO 9001:2008 Certified Company

DSIR (Govt. of India) approved R & D Laboratory



Mr./ Ms. RINU MOL SUNNY
C/O. Mr. SUNNY P A
PONNATHU HOUSE,
KATTAPANA P O.,
IDUKKI,
KERALA-685508

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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DEPT: PERSONNEL

PER: HRD: TRG:44:2018- 19

Mr./ Ms. SIKHA GEORGE
C/O. Mr. GEORGE MATHEW
VATTAKUDIYIL (H),
EAST MARADY P.O,
MUVATTUPUZHA, ERNAKULAM,
KERALA-686673

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001

The duration of the programme will be 6 days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur - 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of 3 years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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ORDER No. PBM/A/195/2017-18

Shri. Toms Augustine, Marutholil House, Pala P O, Kottayam, Kerala-686575 is offered appointment in the Bank as Bankman in Subordinate Staff cadre on the following terms and conditions:

1. His initial posting will be at Branch/Office: Pallickathodu situated at Vellapallil Buildings, Pala Road, Pallickathodu, Kottayam-686503. He is liable to be transferred to any of the Branches/Offices of the Bank.
2. He shall report for duty at the above Branch/Office on 01.03.2018 at 9.30 a.m. and the appointment will be effective from the date he reports for duty accordingly.
3. The offer of appointment is valid only upto 01.03.2018.
4. His appointment will be on probation for a period of six months. The period of probation is liable to be extended, if he has not satisfactorily completed the initial period of probation. During the initial/extended period of probation, if his work, conduct, health or efficiency is found not satisfactory or if his overall performance during the period of probation/extended period of probation does not come up to the standard expected of him, his service is liable to be terminated at any time giving him one month's notice or by paying him one month's pay and allowances in lieu of notice. If he is desirous of leaving service during the period of probation, he should give 14 days' notice in writing to the Bank or he would be liable to pay to the Bank, 14 days' pay and allowances in lieu of notice. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. During the period of probation, he is not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.
5. He shall satisfy the eligibility criteria in respect of academic qualifications at the time of joining, failing which he will stand disqualified for the post. The educational qualifications prescribed for the post is a pass in standard Xth /SSC/equivalent examination but not passed Graduation as on 01.09.2016 and for those who have previous experience as Bankman / driver on temporary basis is a pass in Standard VII and a maximum of pass in SSLC or equivalent examination. If at any stage, he is found not satisfying the eligibility norms with respect to age, educational qualification, experience etc., his appointment will be cancelled without notice.
6. He is required to submit a Police verification report from the local police station of his residence and the offer of appointment in the Bank will be subject to the submission of satisfactory report from the Police authorities. The offer of appointment will be treated as cancelled and he will not be permitted to join the Bank, in case the Police verification report is not satisfactory or in case he fails to submit the report.
7. At the time of joining the Branch/ Office, he will have to submit the following papers/ certificates/documents:
 - a. Personal data form duly filled.
 - a. Self attested copies of the certificates evidencing his date of birth and the other academic qualifications duly verified by the official in charge of the Branch/ Office (He is also required to produce the originals of the certificates for verification and a declaration as per clause No.5.).



James Varghese <jvstcp@gmail.com>

Infosys Joining Details - December 2017

ARUN P PLACEMENT <arun.pkumar@saintgits.org>

21 November 2017 at 16:38

To: bindudevi@rediffmail.com, bvmhcc@gmail.com, nirmalacollegeplacementscell@gmail.com, Anoop Tom Thomas <anoopkunnath1984@rediffmail.com>, James Varghese <jvstcp@gmail.com>, PLACEMENT KRISTU JYOTI <placementkristujyoti@gmail.com>, HRD SB COLLEGE <hrd.sbcollege@gmail.com>, rekha mathew <rekhageorge@gmail.com>, Prakash Joseph <prakashrpm@gmail.com>, Hr Assumption College <hr.assumptioncollege@gmail.com>, placement@bpccollege.ac.in, preetha.ss@depaul.edu.in, Litty Shibu <littleflowerj@gmail.com>, Femy Raju <rajufemy@gmail.com>

Dear All

Good afternoon. Greetings from Infosys !

We are glad to inform you that we have extended an offer letter with a date of joining in December 2017 for the attached list of candidates who had attended the recruitment process at your institute.

We wish them a successful onboarding and a great career with us in the years to come.

Please feel free to get in touch with me for anything that concerns you.

Regards

Arun

**Upcoming Events****SRISHTI 2018** | 4th National Level Project Exhibition and Completion| 26th & 27thJAN 2018|Call for Projects**ISTE NAC 2018**|47th ISTE National Annual Convention 2018|27th-29th JAN 2018|Call for Papers**ICCSDET 2018**||IEEE International Conference on Circuits and Systems in Digital Enterprise Technology|21st & 22nd DEC 2018|Call for Papers

 **NEG - December Batch_Saintgits.xlsx**
16K

Mr./ Ms. ANNU K JOSE
C/O. Mr. JOSE MATHEW
KARUVELIL(H),
PLASSANAL P.O.,
KOTTAYAM,
KERALA-686579

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: NEDUMANGAD
DO.NO NMC 13/342(1), VADAKKATHIL TOWER,
AMMAN KOVIL JUNCTION, NEDUMANGAD,
TRIVANDRUM,
KERALA-695541**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. APARNA ANN JOSE
C/O. Mr. JOSE DOMINIC
VADAKKENATHU HOUSE,
KUNNUMBHAGHOM, KANJIRAPPALLY P.O.,
KOTTAYAM,
KERALA-686507

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **31.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **05.01.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **30.12.2018**. In case you do not report for the induction training programme on **31.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **15.02.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: ELAMAKKARA
DO.NO.44/1781 A, L F C ROAD,
NEAR LITTLE FLOWER CHURCH, POTTAKUZHY,
ELAMAKKARA, KALOOR P.O., ERNAKULAM,
KERALA-682017**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 21.12.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Assistant General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. GINJU BABY
C/O. Mr. BABY P P
PADINJAREPARIYATHUPARAMBIL(H),
MANJOOR P.O, KURUPPUNTHARA,
KOTTAYAM,
KERALA-686603

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kurupam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: CHENNAMANGALAM
DO.NO.237 A, CHENNAMANGALAM NAIR SAMAJAM BUILDING,
PALIAM NADA, CHENNAMANGALAM P.O,
ERNAKULAM,
KERALA-683512**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. JAMES P D
C/O. Mr. DENNY JAMES
PALLICKAPPARAMBIL (H),
KOTHANALLOOR P.O.,
KOTTAYAM,
KERALA-686632

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: PARIPALLY
DO.NO.322A, D&D TOWER,
KALLAMBALAM ROAD, PARIPALLY P.O.,
KOLLAM,
KERALA-691574**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. **JOBIN JOSE**
C/O. Mr. **JOSE A V**
AMMANATHU (H),
PADAMUGHOM P.O,
IDUKKI,
KERALA-685604

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: THALAYOLAPARAMBU
DO.NO.9/669, WARD NO.9,
PORAVANTHATTIL BUILDINGS, VAIKOM-KOTTAYAM ROAD SIDE,
THALAYOLAPARAMBU P.O., KOTTAYAM,
KERALA-686605**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. JOSBIN SEBASTIAN
C/O. Mr. SEBASTIAN JOSEPH
VARACHERIL HOUSE,
CHALATHODAM P.O.,
KOTTAYAM,
KERALA-686582

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **31.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **05.01.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **30.12.2018**. In case you do not report for the induction training programme on **31.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **15.02.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: KODAKARA
MAIN ROAD,
KODAKARA P.O.,
THRISSUR,
KERALA-680684**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 21.12.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Assistant General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. K MATHEW THOMAS
C/O. Mr. THOMAS MATHEW
KOKKATT HOUSE,
MALLIKASSERY P.O. PAIKA,
KOTTAYAM,
KERALA-686577

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: PULLOORAMPARA
VIII/163, PUTHIAKUNNEL BUILDINGS,
MAIN ROAD, PULLOORAMPARA,
KOZHIKODE,
KERALA-673603**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. KIRAN SEBY SEBASTIAN
C/O. Mr. V J SEBASTIAN
AIKKARA (H),
POONJAR SOUTH P.O,
VALATHOOK,KOTTAYAM,
KERALA-686582

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: THALIPARAMBA
FIRST FLOOR, COMPASS POINT,
CHIRAVAKKU JUNCTION, TALIPARAMBA,
KANNUR,
,KERALA-670141**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. MERIN K JOSEPH
C/O. Mr. KUNJUMON JOSEPH
MAMPALLITHADATHIL (H),
KADUTHURUTHY P.O.,
KOTTAYAM,
KERALA-686604

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **31.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **05.01.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **30.12.2018**. In case you do not report for the induction training programme on **31.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **15.02.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: NEHRU NAGAR, THRISSUR
THEKKATH SQUIRE,
GROUND FLOOR,
MAIN ROAD KURIACHIRA, THRISSUR,
KERALA-680006**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 21.12.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Assistant General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. RAHUL T P
C/O. Mr. PRADEEP KUMAR
THEVANAMKOTT ILLAM,
MEENACHIL P.O PALA,
KOTTAYAM,
KERALA-686577

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: VADAKKENCHERRY
XIII/1415-1418, SARA COMPLEX,
OPP.BUS STAND, VADAKKENCHERRY,
PALAKKAD,
KERALA –678683**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. RAHUL VENUGOPAL
C/O. Mr. N S VENUGOPAL
NELLALAYIL (H),
THODANAL P.O.,
KOTTAYAM,
KERALA-686573

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **01.04.2019** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **06.04.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **31.03.2019**. In case you do not report for the induction training programme on **01.04.2019**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **01.05.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 61.10 % of (Basic Pay + Special Pay) during February 2019
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of joining formalities, the formal appointment order stating your initial place of posting will be issued and you are advised to report for duty immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 25.03.2019**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby issued to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. SARATH S NAIR
C/O. Mr. SAJIMON T B
THULAMATTHATHIL(H),
CHOONDACHERRY P.O.,
BHARANANGANAM, KOTTAYAM,
KERALA-686579

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **01.04.2019** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **06.04.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **31.03.2019**. In case you do not report for the induction training programme on **01.04.2019**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **01.05.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 61.10 % of (Basic Pay + Special Pay) during February 2019
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of joining formalities, the formal appointment order stating your initial place of posting will be issued and you are advised to report for duty immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 25.03.2019**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby issued to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. SONA SUNNY
C/O. Mr. K C SUNNY
KANJIRAMATTATHIL H,
RAMAPURAM P.O.,
KOTTAYAM,
KERALA-686576

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: MUPLIYAM
DO.NO.: 496A, WARD NO: XV, MAIN ROAD,
OPP. ASSUMPTION CHURCH, MUPLIYAM,
THRISSUR,
KERALA-680312**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. SOORAJ BABU THOMAS
C/O. Mr. BABU THOMAS
AREEPLACKAL HOUSE,
PERINGULAM P.O,
POONJAR, KOTTAYAM,
KERALA-686582

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: THAMMANAM
DO.NO.32/260 A4,
BAVA COMPLEX, MAHAKAVI VYLOPPILLY ROAD,
THAMMANAM P.O, ERNAKULAM,
KERALA-682032**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. SRAVAN SURESH
C/O. Mr. SURESH P S
MUKKALIL(H),
PALA P.O,
KERALA,
PINCODE-686575

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: VELLARAKKAD
WARD NO.10,
MUKRIYAKATHU BUILDINGS,
VELLARAKKAD P.O., THRISSUR,
KERALA-680584**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. SRUTHY SAJAN
C/O. Mr. SAJAN JOSEPH
NARIKKATTU HOUSE,
CHAMAMPATHAL P.O.,
VAZHOOR, KOTTAYAM,
KERALA-686517

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **31.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **05.01.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **30.12.2018**. In case you do not report for the induction training programme on **31.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **15.02.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: THRISSUR NORTH
ROUND NORTH,
ALKA BUILDING FIRST FLOOR,
ROUND NORTH, THRISSUR,
KERALA-680001**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 21.12.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Assistant General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :



May 15, 2018

Welcome to WILP

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Mr. Tarun Thomas
Kuriyalapuzhayil(H) Pizhaku P.O.
Manathoor
Kottayam-686651

Dear Tarun Thomas,

Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited (“Wipro or “Company”).

Please read through the terms and conditions of your enrolment as provided below.
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager - Talent Acquisition

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



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Terms & Conditions

1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with a **collaborating University** is offering a customized academic and training program to the Trainee along with a "Project Readiness Program" ('PRP') for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

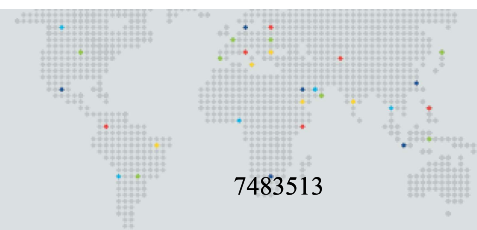
In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000/-** 10% of the claim amount would need to be borne by the Trainees. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital. More details on the policy are available on My Policies Section in myWipro, the HR portal in Wipro.
If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	13,500/-	650/-	14,150/- (*)
Second year	16,000/-	760/-	16,760/- (*)
Third year	19,000/-	910/-	19,910/- (*)
Fourth year	23,000/-	0	23,000/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

- This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

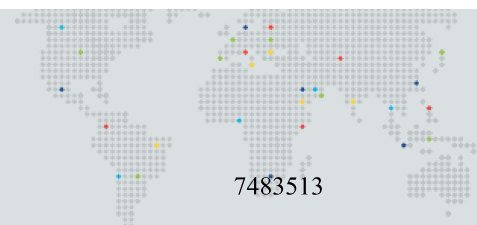
5. PROJECT READINESS PROGRAM (PRP)

- Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.
- Please note that your enrolment under this letter is subject to your successful completion of the PRP program and achieving the PRP threshold/minimum score of 800 in STEPPLUS assessment and 65 % in technical assessment. If you fail to achieve the required score, you will not be eligible to enrol into the WILP program and therefore, be discontinued from the Academy and Wipro.

Registered Office:

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Doddakannelli
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Bengaluru 560 035
India

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W : wipro.com
C : L32102KA1945PLC020800



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6. CONFLICT OF INTEREST:

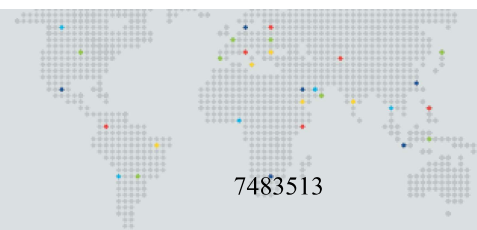
- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise.
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same.
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).

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India C : L32102KA1945PLC020800



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- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

8. CONFIDENTIALITY:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- b. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

9. ASSIGNMENT OF INTELLECTUAL PROPERTY

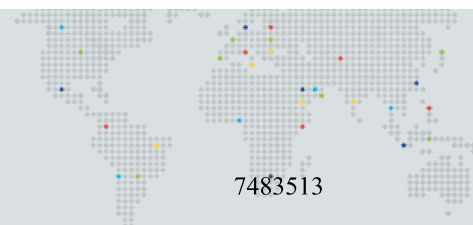
In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

10. POSTING:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
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Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



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11. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

12. CANCELLATION OF ENROLMENT:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

13. STUDY HOURS:

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

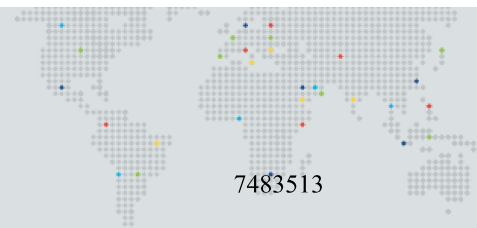
14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of enrolment you have are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

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India

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15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager - Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be reporting for duty on __/__/__

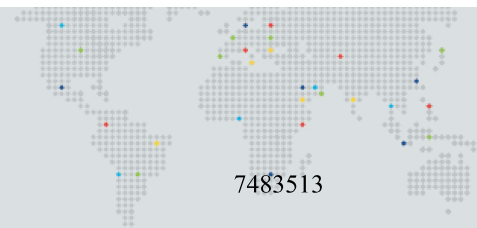
Name: _____

Signature: _____ Date: __/__/__

Place: _____

Registered Office:

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

Name:

Date: __/__/____

Signature.....

Registered Office:

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: __/__/____

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE " a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 800 marks. If your score is less than 800 in STEP PLUS assessment, your enrollment under this letter shall stand cancelled.

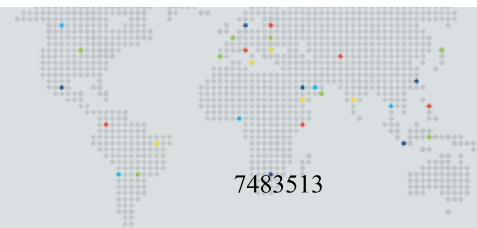
Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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During TRP, Trainee shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and / Project/ Scenario. There will be two improvement opportunities provided in STEP PLUS and Technical for those who score lesser than 65% in the PRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the Trainee to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when **the trainee** is able to score 800 in STEP PLUS assessment and 65% in PRP Technical assessment. Failure to achieve the required score in either STEP PLUS or Technical will result in exiting from the organization.

Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.

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MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India
Reg. No. K 292/2007, Manarcadu P.O., Kottayam 686 013, Kerala, India.
Ph : + 91 431 2303277, 2563277, Fax : + 91 431 2563477
E-mail: info@onjy.organic.co.in, bju@onjy.organic.co.in

MASS/Appointment Letter:HR/15

20/8/2018

Mr. Abin Varghese
Koyickal (H)
Kallar P.O
Mundiyeruma.

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr. Abin Varghese.

With reference to your application and subsequent discussions we had with you, we hereby ~~appointment as a~~ volunteer in the team of our Kerala Rescue Operation - organized by MASS(Manarcad Social Service Society) for Disaster Management in Kerala where heavy rain flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only) from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support - food, medicine, water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss - human being, livestock



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India
Reg. No. K 282/2001, Manarcadu, PO, Kottayam 686 019, Kerala, India.
Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2563477
E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/14

20/8/2018

Mr. Ajay Georgekutty
Kalapurackal(H)
Rajamudi P.O
Upputhodu.

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr. Ajay Georgekutty,

With reference to your application and subsequent discussions we had with you, we hereby appointment as a volunteer in the team of our Kerala Rescue Operation, organized by MASS(Manarcadu Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landside is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local response
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livestock

C. Facilities to be provided from company

- 1. Emergency Kit
- 2. multi vitamin tablet/water/torch/snacks(biscuits) ...
- 3. Rain coat

D. Reimbursement

- 1. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service.
- 2. Manaroad Social Service Society (MASS) will not be responsible for any ill health/ incident/accident happened to you during this operation . However MASS will provide you risk coverage insurance of Rs. 1 Lakh .

Undertaking from Volunteer

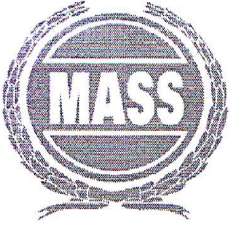
I Ajey Soosegkudly

R/o

I accept this volunteer appointment and the terms and conditions set forth above. This offer mentioned above are accepting voluntarily at my own end and own risk and agreed the terms mentioned above. I confirm that I have undergone training on first aid services and completely understand about it. I also assure that I will follow the rules and regulations of rescue management issued by Government of Kerala.

Name: Ajey Soosegkudly
 Address: Kadapusekkel (14) Regamundi po
 (Signature) Uppulhoel. Soosegkudly
 Date: 15/10/2018

Signature from Authorized signatory



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Reg. No. K 282/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2563477

E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/06

20/8/2018

Mr. Akhil Baby
Alackathadathil (H)
Thodupuzha East po,
Thodupuzha

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr.Akhil

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation , organized by MASS(Manarcad Social Service Society)** for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livelistock

Akhil Baby

1/2

::2::

C. Facilities to be provided from company

1. Emergency Kit :-
multi vitamin tablet/water/torch/snacks(biscuits)....
2. Rain coat

D. Reimbursement

1. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service.
2. Manarcad Social Service Society (MASS) will not be responsible for any ill health/ incident/accident happened to you during this operation . However MASS will provide you risk coverage insurance of Rs.1 Lakh .

Undertaking from Volunteer

I, Akhil Baby s/o Baby Mathew.

R/o

Akkathadathil (H) Thodupuzha East P.O
Thodupuzha.

, accept this volunteer appointment and the terms and conditions set forth above . This offer mentioned above are accepting voluntarily at my own end and own risk and agreed the terms mentioned above. I confirm that I have undergone training on first aid services and completely understand about it. I also assure that I will follow the rules and regulations of rescue management issued by Government of Kerala.

Name: Akhil Baby
Address: Akkathadathil (H)
(Signature) Thodupuzha East P.O
Date: 20/8/2018 Thodupuzha.


Signature from Authorized signatory



MANARCADU SOCIAL SERVICE SOCIETY

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E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/13

20/8/2018

Mr. Alphy Tomy
Chenayapillil (H)
Rajakumari P.O
Rajakumari.

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr. Alphy Tomy,

With reference to your application and subsequent discussions we had with you, we hereby appointment as a volunteer in the team of our Kerala Rescue Operation organized by MASS(Manarcad Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livestock

::2::

C. Facilities to be provided from company

1. Emergency Kit :-
multi vitamin tablet/water/torch/snacks(biscuits)....
2. Rain coat

D. Reimbursement

1. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service.
2. Manarcad Social Service Society (MASS) will not be responsible for any ill health/ incident/accident happened to you during this operation . However MASS will provide you risk coverage insurance of Rs.1 Lakh .

Undertaking from Volunteer

I, Alphy Tomy S/o Tomy Paulose

R/o

I accept this volunteer appointment and the terms and conditions set forth above . This offer mentioned above are accepting voluntarily at my own end and own risk and agreed the terms mentioned above. I confirm that I have undergone training on first aid services and completely understand about it. I also assure that I will follow the rules and regulations of rescue management issued by Government of Kerala.

Name: Alphy Tomy
Address: Cherayyapuzha (t) Poyakkattomari (P.O)
(Signature) Alphy Tomy
Date: 5/09/18

Signature from Authorized signatory

2/2



Aneena M S <aneenams94@gmail.com>

Fwd: ICON plc - Congratulations!

1 message

Jose Kanichukattu <kkjstc@gmail.com>
To: aneenams94@gmail.com

Sat, Feb 1, 2020 at 12:13 PM

----- Forwarded message -----

From: **Anjana Jose** <anjanajose305@gmail.com>
Date: Mon, 5 Nov 2018, 10:49 am
Subject: Fwd: ICON plc - Congratulations!
To: Jose Kanichukattu <kkjstc@gmail.com>

----- Forwarded message -----

From: **Ashok, Ganga** <Ganga.Ashok@iconplc.com>
Date: Tue, Oct 23, 2018 at 1:03 PM
Subject: ICON plc - Congratulations!
To: anjanajose305@gmail.com <anjanajose305@gmail.com>

Dear Anjana,

Further to our telephone conversation I am delighted to be in a position to confirm your offer of employment with ICON.

At this stage, we are pleased to outline the offer details including salary and benefits package:

Position offered: Trainee SAS Programmer

Salary: Indian Rupee (INR) 300000 INR per annum

Start date: 05 November 2018

Location: Trivandrum

Holiday entitlement: 36days + 14 Statutory Holidays

All other terms of employment will remain as per your employment contract. All matters relating to this agreement are strictly confidential between you and the company, and should be treated as such.

CTC heads	Remarks and Policies		
	PA	PM	
BASIC	120000	10000	40% of CTC, Fully taxable
HRA	60000	5000	50% of Basic, amount not taxable will be the least of the three: 50 % of Basic, HRA Received, Rent less 10 % of Basic.
CONVEYANCE	19200	1600	Fixed amount of Rs. 1600 per month not taxable as per the guidelines of IT department
Medical Reimbursement	15000	1250	

			Max of Rs.15000/- per annum and should be supported by bills to get exemption from Tax.
Lunch Reimbursement/Coupons	13200	1100	Rs.1100/- per month of Sodexo passes...tax exempt to be given as coupons only.
Children's Education Allowance	2400	200	Rs.100/- per child per month upto 2 children for tuition fee(Rs.100)and hostel (Rs.300)
LTA	10000	833	Maximum amount given during the year, for self, spouse and 2 children, not taxable if reimbursed as per the guidelines of IT department and supported by tickets. To be paid annually only.
Provident Fund**	14400	1200	12%of Annual Basic(twice this amount would go to pf - 12% employee contribution + 12% employer's contribution)
Special Allowance	45800	3817	A pool of funds which can be used a a flexible head of salary providing option to put more amount into this or take additional amount for some other use. Fully taxable.
Cost To Company	300000	25000	

I hope you are pleased to receive our offer of employment and look forward to receiving your acceptance via email ASAP. Given below is the detailed breakup of your compensation:

If you accept the above offer, in order for us to issue your formal contract of employment/offer letter, please could you provide me with the following details:

Title (Mr/Mrs/Miss/Ms):

Legal First Name (no initials please)::

Legal Middle Name (no initials please):

Legal Last Name (no initials please):

Full postal address:

Cell Phone:

Postal/Zip code:

Date of Birth:

Place of Birth:

Highest Educational Studies:

Father's Name:

Mothers Name:

Joining Date:

Gender:

Marital Status:

PAN No:

Aadhar No:

Referral Source (specific details e.g. employee or agency etc):

As soon as I receive this information, I will contact our employing office, and ask the local HR representative to issue you with your formal contract/offer letter.

Please note that if we have not received your verbal/initial acceptance by 24 October 2018 ICON reserves the right to retract this offer.

You will be receiving an email from HireRight (third-party) for your Background check and Debarment. They will ask for your authorization to perform your background check and Debarment followed by a link to add the supporting documents. Please complete these authorizations within 24 hours of receipt. Delay in completing these may affect your start date.

*** ICON's offer is conditional upon the successful completion of the pre-employment checks.**

We look forward to welcoming you aboard and in the meantime, if you have any questions, please do not hesitate to contact me..

Congratulations!

Thanks,

Ganga

Ganga Ashok
Talent Acquisition Specialist
Human Resources

Tel: +91 471 412 8468

Email: Ganga.Ashok@iconplc.com

Web: www.iconplc.com

 [ICON_Corporate](#)

 [image](#)

ICON plc made the following annotations.

This e-mail transmission may contain confidential or legally privileged information that is intended only for the individual or entity named in the e-mail address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this e-mail is strictly prohibited. If you have received this e-mail transmission in error, please reply to the sender, so that ICON plc can arrange for proper delivery, and then please delete the message.

Thank You,

ICON plc
South County Business Park
Leopardstown
Dublin 18
Ireland
Registered number: 145835

rediffmail

Mailbox of kmkurian

Subject: Fwd: Offer from IQVIA™ - We invite you to join us!

From: anna elizabeth nedumthakadiyel <annbeth1996@gmail.com> on Tue, 05 Mar 2019 20:29:03

To: kurian mathew <kmkurian@rediffmail.com>

3 attachment(s) - Compensation_Annexure_UptoG31-with_SB.PDF (110.53KB) , Relocation_Annexure_-_Grade_150_and_below.pdf (13.18KB) , Anna_Elizabeth_120_bio.pdf (65.25KB)

----- Forwarded message -----

From: Shamshuddin, Abdul <A.Shamshuddin@iqvia.com>

Date: Tue, Mar 5, 2019, 1:38 PM

Subject: Offer from IQVIA™ - We invite you to join us!

To: annbeth1996@gmail.com <annbeth1996@gmail.com>

Dear Anna,

We want to welcome you to IQVIA™

On behalf of IQVIA, we are pleased to extend an **offer of employment** for you to join us.

Your designation will be Biostatistician Technician– Grade 120. You will be based in Kochi.

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits. Request you to review this and let us know your decision within 2 business days.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

Post your email acceptance and confirmation of the joining date you will receive a system generated offer and a link from Taleo to complete the onboarding. The link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems.

We request you to share the following details along with the email acceptance of this offer:

- a. Signed copy of conflict of interest (Attached):
- b. Date of Birth:
- c. Father's/Spouse's Name:
- d. Communication address to reflect in offer letter:

Also Pls share copy of your Pan and Aadhar card

We are really excited to welcome you to IQVIA™. Whatever your career goals, we are here to ensure you get there!

Please join us to move healthcare forward. Together.

Kind regards,

Shamshuddin

IMPORTANT - PLEASE READ: This electronic message, including its attachments, is CONFIDENTIAL and may contain PROPRIETARY or LEGALLY PRIVILEGED or PROTECTED information and is intended for the authorized recipient of the sender. If you are not the intended recipient, you are hereby notified that any use, disclosure, copying, or distribution of this message or any of the information included in it is unauthorized and strictly prohibited. If you have received this message in error, please immediately notify the sender by reply e-mail and permanently delete this message and its attachments, along with any copies thereof, from all locations received (e.g., computer, mobile device, etc.). To the extent permitted by law, we may monitor electronic communications for the purposes of ensuring compliance with our legal and regulatory obligations and internal policies. We may also collect email traffic headers for analyzing patterns of network traffic and managing client relationships. For further information see: <https://www.iqvia.com/about-us/privacy/privacy-policy>. Thank you.

October 5, 2018

To

Anoop Jose
Kudilil (H)
Onakkoor P.O
Onakkoor
Ernakulam Dist
Kerala 686667

Sub: Offer of appointment as Clinical SAS Programmer

Dear Mr. Anoop Jose,

Congratulations. We are pleased to offer you an appointment as Clinical **SAS Programmer** with Genpro Life Sciences India Pvt. Ltd.

The date of joining will be **October 15, 2018**.

Your Proposed Annual gross salary along with breakup of salary is attached herewith as Annexure-A.

Your employment with us will be governed by terms and conditions referred in Annexure-B.

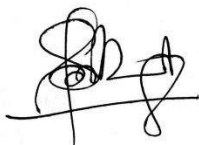
If you intend to accept this offer, kindly sign and return the acceptance letter enclosed, and confirm your acceptance on or before 9th October 2018. Please note that if your response to our offer is not communicated within the aforementioned period, this offer stands automatically withdrawn thereafter unless and until we extend the date and communicate it to you in writing.

All new employees of Genpro will be on probation for a period of 6 months from the date of joining. After completion of probation they will be confirmed based on a performance review.

As a new member of Genpro Life Sciences India Pvt Ltd, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,

For Genpro Life Sciences India Pvt Ltd



Seema Alex A S
Manager - HR



ANNEXURE – A
Terms of Remuneration

Name: Anoop Jose
Designation: Clinical SAS Programmer
Location: Trivandrum

During probation you will be entitled to Total Annual Remuneration of **INR 253,200** (Rupees **Two Lakh Fifty Three Thousand Two Hundred**) only. The details of your monthly salary are given in the table below.

Basic Pay	7000
Dearness Allowance	5000
House Rent Allowance	4800
Conveyance	1600
Special Allowance	2700
Education Allowance	0
Children Hostel Allowance	0
Total Monthly CTC	21100
Total Yearly CTC	253200

Other Benefits:

- When you are travelling to client sites, you will be entitled to a per diem package which will be decided by the company at a later stage based up on the location and client that you will be engaging with

Notes:

1. Payment of the above-referred remuneration will be made subject to the applicable tax laws of the Country and deduction of Tax at Sources made wherever applicable, in accordance with law.
2. Statutory deductions such Group Insurance and other deductions will be made as per Company rules/Statute requirements.
3. Necessary declarations/supporting evidence, as the case may be, will have to be furnished to the Company where the need arises, before such allowances can be claimed.

ANNEXURE – B

Employment Terms and Conditions

Secrecy: During the period of employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

Conflict of Interest: The post offered to you calls for whole time employment and you will devote yourselves exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during your employment with the company, without written permission from the company. You will be required to sign this Employment Agreement to this effect.

Initial Posting: The initial posting will be at our office in the Technopark, Thiruvananthapuram, Kerala

Employment Agreement: On joining the company, all the new employees with less than one year of relevant professional experience shall execute an agreement/bond to serve the company for a period of 24 months. If the employee voluntarily decides to quit the company before the afore mentioned period then he/she will have to furnish the company with Rs 200,000 (Two lakhs) which will be accounted towards resource utilization and training expenses incurred.

Probation: You will be under probation for a period of 6 months from date of joining. At the end of the probation period, your employment with the company will be confirmed based on a performance review.

Termination of Employment: This contract of employment is terminable by either party giving one-month (30 days) notice during probationary period and three months (90 days) notice on confirmation, provided both the parties don't have any legal bindings. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the remaining period and is not bound to give any reason thereof.

Transfer: Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, department, establishment, or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to new assignment, without any financial loss.

Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are

found to be false or misleading, the Company shall have the right to terminate your services forthwith.

Work Hours: Your official hours of work will be from 9:30 a.m. to 6:30 p.m., Mondays to Fridays. However, you may be required to work different or additional hours or sometimes outside normal working hours if necessary for proper performance of your duties or if business requires it.

Leave: Every year you are entitled to 22 working days of leave which includes 5 days of sick leave. You will be entitled to other special leaves in accordance with the policies of the Company being in force at that time. **These leaves are only applicable after probation.**

Access to Information: Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by Management.

Non-disclosure: You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that you may have pursued as an employee of the Company.

Smoking: We owe and assure a smoke free environment for our employees. The entire office premises including conference rooms, lobbies, cafeteria is declared as "No-Smoking Zone".

Passwords: Access to our network, development environment and e-mail is through an individual's password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking personnel have to be contacted immediately to reset the password.

Security: Security is an important aspect of our communication and office infrastructure. The Technopark Campus in Thiruvananthapuram provides round-the-clock personnel who take care of security. If there is need to take some of the equipments/infrastructure out of the office premises for any reason shall obtain prior permission from Management. The communication security is maintained by controlling physical access to computer systems, disabling all workstation disk drives, and a company wide awareness about the need for protection of intellectual property and sensitive customer information.

Destroying Papers & Material: Any official communication, which is confidential in nature, shall be destroyed after the purpose is served

Use of Company resources: You shall use company's resources only for official purposes.

Remuneration: Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your work experience, skills, specific background, professional merit and academic scores. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Passport: You may have to travel to foreign countries as and when the job demands for which you should have a valid passport with ECNR status.

Overseas Service Agreement: In the event of company deputing you on an assignment abroad, you will be required to sign a deputation agreement with the Company and also execute a security bond on such terms as the company may deem appropriate. This agreement will consist of mainly two issues namely (i) your commitment to complete the project and (ii) you returning to India after completion of project and serving the Company for a stipulated period.

Change of information: You shall inform the Company of any change in your personal data immediately. Any notice to be given by you shall be deemed to have been duly and properly given if delivered to you at your address in India, as recorded with the Company.

Intellectual property Rights: All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs shall be assignable to the Company and shall be deemed to be “work made for hire”. You shall execute/sign such documents for this purpose, as and when required by the Company.

Jurisdiction: Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Thiruvananthapuram only.

General: The above terms and conditions are based on Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc, you will be governed by the rules of the Company as shall be in force from time to time.

Declaration

I hereby declare that I have gone through and understood all the terms and conditions mentioned in **Annexure – B** and I accept and agree to abide by them.

Name:

Date:

Signature:

C. Facilities to be provided from company

1. Emergency Kit :-
multi vitamin tablet/water/torch/snacks(biscuits)....
2. Rain coat

D. Reimbursement

1. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service.
2. Manarcad Social Service Society (MASS) will not be responsible for any ill health/ incident/accident happened to you during this operation . However MASS will provide you risk coverage insurance of Rs.1 Lakh .

Undertaking from Volunteer

I. Aparna Nair M.A S/o Aril Kumar M.T

R/o

Masiyankel (P) Vizhikkithodu (P.O) Kanjira Pally
Kottayam

accept this volunteer appointment and the terms and conditions set forth above. This offer mentioned above are accepting voluntarily at my own end and own risk and agreed the terms mentioned above. I confirm that I have undergone training on first aid services and completely understand about it. I also assure that I will follow the rules and regulations of rescue management issued by Government of Kerala

Aparna Nair M.A

Name: _____
Address: Masiyankel (P) Vizhikkithodu (P.O) Kanjira Pally
(Signature)

Date: 20/8/18



Signature from Authorized signatory



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Reg. No. K 282/2001 Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph. + 91 481 2303277, 2563277, Fax + 91 481 2563477

E-mail: info@onlyorganic.co.in, bju@onlyorganic.co.in

MASS/Appointment Letter/HR/07

20/8/2018

Mr. Aparna Nair M.A
Mariyankel (H)
Vizhikkithodu (po)
Kanjirappally
Kottayam

Sub

Appointment letter as volunteer in Rescue Team

Dear Ms. Aparna

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation**, organized by MASS(Manarcadu Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days.

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only) from our organization
3. Your transportation and other expenses incurred during rescue operations will be given from the organization

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livestock

1/2

DEPT: HUMAN RESOURCES

HRD:TAT:TA:021:2019-20

DATE: 01.04.2019

Mr. AKASH MANOJ
S/o Mr. MANOJ K JOSE
KOCHUKAKKANATTU(H)
VALLICHIRA P.O. PALA
KOTTAYAM
KERALA-686574



Dear AKASH MANOJ,

SUB: APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

In continuation to our letter PER:HRD:TRG:56:2018-19 dt. 22.03.2019, we are glad to offer you appointment in our Bank as Probationary Clerk.

1. Your initial place of posting will be at:

**THE SOUTH INDIAN BANK LTD.
BR/ OFF: KUTTIPURAM (0621)
DO.NO.210 P, 210 Q, 210 R, 210 S, 210 T,
WARD NO.17, K T TOWER, BYE-PASS JUNCTION,
KUTTIPURAM P.O.,MALAPPURAM,
KERALA-679571
0494-2607450**

You are advised to report for duty at the above branch/office immediately after the completion of the induction program.

2. Initially you will be on probation for a period of 6 (six) months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk.

During the period of probation, you are expected to acquire sufficient knowledge and experience in Banking. In the event, if the Bank finds your services unsatisfactory, it reserves the right to extend your probation/terminate your service at its sole discretion.

3. Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. Also note that you may be shifted to other centers within the Region even during the probation period.

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Handwritten initials/signature

Handwritten signature: Akash

Mr./ Ms. ASHIK SEBASTIAN
C/O. Mr. E M SEBASTIAN
EROORICKAL HOUSE,
KADANAD P.O.,
KOTTAYAM,
KERALA-686653

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: CHERTHALA
SREEMATH SUDHEENDRA THIRTHA,
NAVATHI SMARAKA SHOPPING COMPLEX,
NEAR MANORAMA JN, CHERTHALA,
KERALA-688524.**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :



Ref: TCSL/DT20184121505/1093546/Chennai

Date: 25-06-2018

MR. BASTIN JOSE
Manjakunnel House Karoor,
Lalam, Pala,
Kerala-686574.
Tel# 919745264932

Sub: Joining Letter

Dear Mr. Bastin Jose,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **20th July 2018** at **Chennai**. You are requested to report at the address detailed below on **20th July 2018** at **08:30 AM**.

M/s. Tata Consultancy Services Ltd TCSL "Chennai One" - SEZ Unit, (IGGGL- SEZ)
200 Ft. Thoraipakkam - Pallavaram Ring Road, Thoraipakkam,,
Chennai - 600 096, Tamil Nadu, India,
Chennai, Tamil Nadu-600096.

(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Ms. Shobha Sukumar
Phone: 9104466168888/914466168080
Email Id: shobha.sukumar@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

You will continue to receive further communication through the pre-employment orientation (PEO) platform. Your exact time of reporting will be published through announcements on PEO.

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.



Initial Learning Program (ILP)

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program at Ignite, Chennai.

This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

You may please note that in the event of your performance during this program falling short of the required standard, your learning program would be extended or your services would be liable for termination as the case may be.

Only you will be allowed to enter our office. As the whole joining process may be of 3-4 hour duration, please make suitable arrangements for anyone accompanying you.

TCSL will not provide accommodation in Chennai. You will have to arrange for your accommodation. Travel expenses to the location of this Learning Program will not be reimbursed.

As communicated to you through various forums during the recruitment process your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorized absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 20-03-2018 will stand automatically terminated at the discretion of TCSL.



Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Ganesan'.

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

Government Arts and Science College

Kinanoor, Karinthalam

Nileswaram(via), Kasaragod(Dist.), Kerala-671314

Ph. 04672235955, email-gckarindalam@gmail.com

No.B1.10/2018

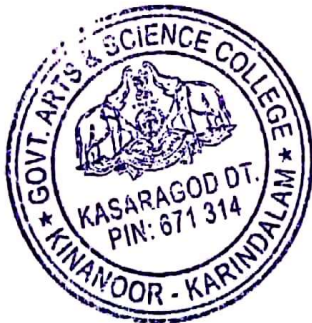
Date: 29.3.2019

EXPERIENCE CERTIFICATE

This is to certify that Sri. Don Tom, Chukkananickal (H), Paramba P.O., Vellarikkund, Kasaragod Pin: 671534 has worked in this college as Guest Lecturer in Political Science from 13.12.2018 to 22.03.2019 as per order No.B1.10/2018 dated 03.12.2018 of the Principal, Govt. Arts and Science College, Kinanoor, Karinthalam.

His work and conduct during the period of service in this college were

good



[Signature]
29/3/19
PRINCIPAL

PRINCIPAL
GOVT. ARTS & SCIENCE COLLEGE
KINANOOR - KARINDALAM
KOLLAMPARA P.O.
KASARAGOD - 671 314

Mr./ Ms. DONA SEBASTIAN
C/O. Mr. SEBASTIAN K V
KUMBATTU HOUSE,
IDUKKI COLONY P.O.,
VAZHATHOPE, IDUKKI,
KERALA-685602

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **01.04.2019** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **06.04.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **31.03.2019**. In case you do not report for the induction training programme on **01.04.2019**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **01.05.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 61.10 % of (Basic Pay + Special Pay) during February 2019
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of joining formalities, the formal appointment order stating your initial place of posting will be issued and you are advised to report for duty immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 25.03.2019**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby issued to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :



Reference No. - 1383906000

Gibi Joseph

Date: 20 Sep 2019

Name: Gibi Joseph

Reference ID: 1383906000

Dear Gibi,

Sub: Participation in certificate course in Sales Management at ICICI Bank Sales Academy

Congratulations!

With reference to your application and subsequent interview for the position of Sales Officer at ICICI Bank, we are pleased to confirm your selection to join the ICICI Bank Sales Academy as part of Sales Management Certificate Course (hereinafter referred to as "Certificate Course"). On completion of the Certificate Course, which includes classroom training and on the job internship, you shall be awarded a certificate in Sales Management.

On successful completion of classroom training, you will undergo 15 days of on the job internship at ICICI Bank. On commencement of on the job internship at ICICI Bank, you will be absorbed in the grade of Sales Officer Trainee posted at **KOOTHATTUKULAM - P210**. The date of joining ICICI Bank post successful completion of classroom training will be informed to you at the Sales Academy during your classroom training.

On successful completion of the 15 days on the job internship, you shall be fitted at the grade of Officer and shall be on probation for a period of 11 months from date of completion of on the job internship or such extended period as may be decided by ICICI Bank depending on your performance during the probation period. On successful completion of probation period including that of extended period, if any, you shall be confirmed in the services of ICICI Bank by way of a written communication. Your role as a sales officer would entail new customer acquisition, generation of prospective customer base, outdoor field sourcing and other activities relevant to the role.

The following detailed terms and conditions shall govern classroom training, on the job internship period and your employment with ICICI Bank which includes probation period:

Certificate Course Details & Benefits

1. The classroom training would span over a period of 15 (fifteen) days in ICICI Bank Sales Academy followed by 15 (fifteen) days of on the job internship at

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007. India.



Reference No. - 1383906000

Gibi Joseph

- ICICI Bank. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.
2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **16-Sep-2019**. You are required to report at the academy on **14-Sep-2019**
 3. You will be reimbursed the cost of train travel by sleeper class for the travel to city of the ICICI Sales Academy to join at the Certificate Course by the shortest route from your current place of stay, on submission of original ticket for the journey.
 4. The course fee of the Sales Management certificate program is Rs 17,500/- along with the applicable service tax, out of which you are required to pay to the sales academy Rs. 12,500/- along with the applicable service tax, at the time of joining the course. The fee is inclusive of expenses on faculty, training material, boarding and lodging etc.
 5. For the first 15 days of the Certificate Course at ICICI Bank Sales Academy, you will be provided with boarding and lodging facilities by ICICI Bank. There shall be no stipend paid to you during this period of Certificate Course.
 6. ICICI Bank shall have the right to allot you any duties/role for which you may be considered competent on successful completion of the on the job internship programme and shall also have the right to post/transfer you to any of its own branches/offices and/or to any of the ICICI Group Companies/Subsidiary Companies, depending upon the exigencies/requirement.
 7. During the Certificate Course and employment with ICICI Bank you will be governed by the terms and conditions framed by ICICI Bank Sales Academy/ICICI Bank from time to time.
 8. Your joining the Certificate Course, subsequent appointment at ICICI Bank and your continuation in employment is subject to your being found medically fit by a Bank appointed doctor and reference checks.
 9. Your appointment and your continuation in employment are subject to your successful completion of your graduation and submission of your certificate and mark sheet within 3 months of joining.

ICICI Bank Limited
 ICICI Bank Towers
 Bandra-Kurla Complex
 Mumbai 400 051, India.

Tel. (91-22) 2653 1414
 Fax. (91-22) 2653 1122
 Website www.icicibank.com

Regd. Office : "Landmark",
 Race Course Circle,
 Vadodara 390007, India.



Reference No. - 1383906000

Gibi Joseph

10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

- a. Any breach on your part of the terms and conditions of the Certificate Course or the employment with ICICI Bank that may be promulgated by ICICI Bank/ ICICI Bank Sales Academy from time to time.
- b. Any incorrect information or documents furnished by you.
- c. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the ICICI Bank/ICICI Bank Sales Academy.

11. Remuneration:

- a. During on the job internship period, you will be paid an all-inclusive gross lump sum stipend of Rs. 7,636/- (Rupees Seven thousand Six Hundred and Thirty Six only) per month. This is subject to necessary taxes and deductions..
- b. On successful completion of on the job internship and on commencement of the probation period, you will be absorbed in the grade of Officer on a total annual salary (on a cost-to-company basis) of **Rs. 1,71,742 lakh (Rupees One Lakh Seventy One Thousand Seven Hundred and Forty Two Only)**, the breakup of which is mentioned in subsequent paragraphs.
- c. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- d. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

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Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodara 390007, India.



Reference No. - 1383906000

Gibi Joseph

- e. You will be covered under Group Medical Insurance, Group Life Insurance and Group Personal Accident Insurance Schemes of ICICI Bank from the commencement of on-the-job internship.

12. Supplementary Allowances:

- a. You will be eligible for a Supplementary Allowance of Rs. 19,200/- (Rupees Nineteen Thousand two Hundred only) per annum. Supplementary allowance will include —, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- b. The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

13. Superannuation Allowances:

- a. You will be eligible for a Superannuation Allowance of Rs. 8,100/- (Rupees Eight Thousand One Hundred only) per annum.

14. Benefits:

- a. Comprehensive Mediclaim Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- b. You will also be eligible for Retirement Benefits of ICICI Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- c. The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.

ICICI Bank Limited
ICICI Bank Towers
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Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007, India.



Reference No. - 1383906000

Gibi Joseph

- d. Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Other Terms and Conditions of Service:

1. **Professional Ethics & Confidentiality:** While you are in the service with ICICI Bank including on the job internship period, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of ICICI Bank. You will not divulge details like your compensation structure (CTC), performance rating, variable pay amount, increment, etc. and will not divulge to any person or utilize any of ICICI Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside ICICI Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
2. **IT Security Practice & Procedures:** While you are in the service with ICICI Bank including on the job internship period, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
3. **Notice Period:** In case you decide to leave ICICI Bank's services during probation period, you will be required to give forty-five days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. In case you decide to leave ICICI Bank's services after confirmation, you will be required to give ninety days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. After confirmation, your services would be liable to be terminated by ICICI Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007, India.



Reference No. - 1383906000

Gibl Joseph

4. Transfer: ICICI Bank shall have the right to transfer you to any of its offices or ICICI Group companies in India and abroad.
5. Joining Competitor: In the event of termination of your services by ICICI Bank or your resignation from the services of ICICI Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
6. Please note that during the course of your services with ICICI Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with ICICI Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of ICICI Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by ICICI Bank.
7. Please note that during the course of your services with ICICI Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
8. Please note that while joining the services of ICICI Bank and during the course of your services with ICICI Bank, you would be required to notify ICICI Bank immediately with details of civil or criminal case/s instituted against you in any court of law or any complaint/show cause notice /prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet /arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
9. ICICI Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest/s in respect of matters pertaining to your services with ICICI Bank would amount to breach of employment contract leading to initiation of appropriate action.

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10. Please note that during the course of your services with ICICI Bank, you will not take part in any demonstration/agitation against ICICI Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of ICICI Bank leading to initiation of appropriate action.
11. Termination of Employment: In addition to what has already been mentioned in the foregoing, your services with ICICI Bank are liable to be terminated:
- a. Without assigning any reason and without giving any notice during probation period including on the job internship period. After confirmation by giving 90 days notice or notice pay in lieu thereof
 - b. At any time during your services with ICICI Bank including your on the job internship in the event of:
 - i. Any breach of the conditions mentioned in this letter on your part
 - ii. Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc.
 - Suppression of any material information by you.
 - iii. Any breach of the Rules and Regulations of ICICI Bank as applicable/may be made applicable to you from time to time.

General:

12. You will be bound by the Rules and Regulations of ICICI Bank.
13. You will keep us informed of any change in your residential address.

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Reference No. - 1383906000

Gibi Joseph

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Vemuri Sai Sowmya
HR MANAGER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

Digitally signed by VEMURI SAI SOWMYA
Date: 2019.09.20 12:26:47 +05:30
Reason: Offer Letter
Location: Mumbai





Reference No. - 1383906000

Gibl Joseph

JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of receiving confirmation about your medical fitness. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) Aadhar Card
- 6) Medical reports (If you have completed medical test from other than SRL Diagnostic Center, please upload medical reports)
- 7) PAN Card

You are required to carry all original documents for verification on the day of joining.

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Regd. Office : "Landmark",
Race Course Circle,
Vadodara 390007, India.

Mr./ Ms. GOKUL G KRISHNA
C/O. Mr. GOPALAKRISHNAN M R
SREERANGAM HOUSE,
CHEMPILAVU P.O.,
CHERPUNKAL,KOTTAYAM,
KERALA-686584

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **01.04.2019** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **06.04.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **31.03.2019**. In case you do not report for the induction training programme on **01.04.2019**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **01.05.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 61.10 % of (Basic Pay + Special Pay) during February 2019
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of joining formalities, the formal appointment order stating your initial place of posting will be issued and you are advised to report for duty immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 25.03.2019**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby issued to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :



सत्यमेव जयते

Government of India

Ministry of Statistics & Programme Implementation

Central Statistics Office

National Accounts Division

This is to certify that **Ms. Gopika V. Nair**, student of **M.Sc Statistics**, Mahatma Gandhi University Kottayam, Kerala has successfully completed the Summer Internship on **“Study to obtain the alternative Estimate of Gross Value Added from Private Corporate Sector”** during June 2018 to August 2018 at **National Accounts Division**, Ministry of Statistics and Programme Implementation, New Delhi.

Krishan Chander
21/8/18

(KRISHAN CHANDER)

Deputy Director General

National Accounts Division

Praavin 31/08/2018

(PRAVIN SRIVASTAVA)

Additional Director General

National Accounts Division

Place: New Delhi

Date: 31/08/2018

Mr./ Ms. JAIMIN JOY
C/O. Mr. JOY
PANACKAKUZHIYIL(H),
AMPARANIRAPPEL P.O.,
BHARANANGANAM,
KERALA-686578

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **01.04.2019** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

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STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **06.04.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **31.03.2019**. In case you do not report for the induction training programme on **01.04.2019**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

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- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **01.05.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

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It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 61.10 % of (Basic Pay + Special Pay) during February 2019
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

...4

::4::

You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of joining formalities, the formal appointment order stating your initial place of posting will be issued and you are advised to report for duty immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 25.03.2019**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby issued to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :



Alphonsa College, Pala

Ph: 04822-212447
Fax: 04822-216447

ARUNAPURAM P.O. PALA, KOTTAYAM (Dist.)
KERALA STATE, S. INDIA - 686 574

E-mail : principalgigialphonsa@gmail.com
: alphonsaoffice@gmail.com
Website : www.alphonsacollege.in

EXPERIENCE CERTIFICATE

This is to certify that Kum. Jesumol Charles is working as a Guest Lecturer in the Dept. of English, Alphonsa College, Pala from 19/07/2018 to 29/03/2019. I am glad to note that she is talented, hard working and committed to her profession. I also certify that her character and conduct are good.

Place: Pala

Date: 12/04/2019



PRINCIPAL.
PRINCIPAL
ALPHONSA COLLEGE
PALA

MAMPARAMPIL POLY PACKS

Pizhaku P.O., Pala, Kottayam, Kerala - 686 651
Ph: Offi: 04822 - 262630, Mob: 7034642000,
e-mail:mamparampilpolypacks@gmail.com

GSTIN : 32ABEFM8117F1ZJ

Poly Packs/5/2019-20

Date :16/07/2019

OFFER LETTER

Mr. Jikku Sebastian
Nadookunnel (H)
Meenachil P.O, Pala

Sir,

Sub: offer for an appointment as Accounts officer
Ref: Your application dated 2/07/2019

With reference to your application and subsequent interview conducted at our Head office, Pizhaku , Management is pleased to appoint you as Account officer to work in our company Mamparampil Polypacks .

Kindly return the duplicate copy of this letter, duly signed as a token of acceptance of this offer

Thanking you,

Yours Faithfully
For, Mamparampil Polypacks


Managing Partner



Friday, January 25, 2019

Jintu Mathew
Kandamkettiparambil House
Kalathoor 686633

Dear Ms. Jintu Mathew,

Attached, please find your appointment letter for the position of **'Trainee Data Analyst'** at Krythium Solutions Private Limited (Krythium).

Please complete the following at the earliest:

- *This offer of appointment is valid up to Friday, February 01, 2019, and you are requested to read the terms and conditions as per Annexure A, B, and C and email your acceptance of our offer.*
- *You are expected to join Krythium Solutions Private Limited, Trans Asia Cyber Park, Infopark SEZ Phase II, Kochi 682303, on or before 10:00 a.m., Monday, February 11, 2019.*

In case you have any questions, please do not hesitate to contact us.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Vergheese Vergheese
Director
DIN: 00730270

Friday, January 25, 2019

Dear Jintu Mathew,

Subject: Offer of Appointment as Trainee Data Analyst

Reference: Interview Attended by you on Tuesday, September 18, 2019

Krythium Solutions Private Limited (Krythium) is pleased to offer you an appointment as **Trainee Data Analyst**, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Cyber Park, Infopark SEZ Phase II, Kochi 682303, on or before **Monday, February 11, 2019**.

Proposed annual gross salary along with breakup is attached herewith as in Annexure – A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C.

This offer of appointment is valid till Friday, February 01, 2019 and you are requested to kindly email and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing.

At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Krythium Solutions Private Limited.

Vergheese Vergheese
Director
DIN: 00730270

ANNEXURE - A

SALARY STRUCTURE EFFECTIVE MONDAY, FEBRUARY 11, 2019

Name : Jintu Mathew
Designation : Trainee Data Analyst
Location : Kochi

TERMS OF REMUNERATION

Description	Per Month In Rupees
Basic	21,000
Dearness Allowance	4,500
HRA	2,500
Total	28,000

Total (Per Annum) Rs.3,36,000/-

Rupees Three Lakh Thirty Six Thousand Only

Benefits such as Medical Reimbursement, Meal Coupons will be paid out as per Company Policy.

Notes:

1. Payment of the above referred remuneration will be made subject to the applicable tax laws of the country and deduction of tax at sources made wherever applicable, in accordance with law.
2. Statutory deductions such as EPF, ESI, Group Insurance and other deductions will be made as per Krythium rules/statute requirements.
3. Your stipend may be suitably revised by Krythium in line with its policies.
4. Necessary declarations/supporting evidence, as the case may be, will have to be furnished to Krythium where the need arises, before any allowances can be claimed.

For Krythium Solutions Private Limited.

Vergheese Vergheese
Director
DIN: 00730270

ANNEXURE – B

TRAINING AGREEMENT:

This AGREEMENT, entered into this 11th day of February 2019, between Krythium Solutions Private Limited ("Krythium") and Jintu Mathew ("Trainee"),

WITNESSETH THAT:

WHEREAS, the parties hereto desire to enter into this Agreement to define and set forth the terms and conditions of the Training of the Trainee by Krythium;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below, it is hereby covenanted and agreed by Krythium and the Trainee as follows:

A. POSITION; TRAINING PERIOD

Krythium hereby appoints the Trainee as its **Trainee Data Analyst**, and the Trainee hereby agrees to serve in such capacity, for the period beginning Monday, February 11, 2019 and ending on the date on which the Trainee's Training is terminated in accordance with paragraph M below.

B. TRAINING PERIOD

The period of training in the first instance is **SIX MONTHS**. During this period you will discharge your duties to the fullest satisfaction of your supervisors and deserve to be confirmed in the Employment of Krythium. After assessing your performance, your Employment with Krythium will be confirmed. Otherwise the management has the right to

- a. Terminate you from training, giving two weeks' notice or stipend in lieu of notice period,
- b. Extend your training for suitable period or periods.

C. PERFORMANCE OF DUTIES

The Trainee agrees that during the Training Period the Trainee shall devote Trainee's full business time to the business affairs of Krythium and shall perform Trainee's duties faithfully and efficiently subject to the discretion of the Management.

D. COMPENSATION

Subject to the following provisions of this Agreement, during the Training Period the Trainee shall be compensated for the Trainee's services as follows:

- a. Trainee shall receive a stipend, payable in monthly installments, as per Annexure A, subject to such increases as may from time to time be determined by Krythium.
- b. Trainee shall be entitled to leave as per the leave policy of Krythium.
- c. Trainee shall be entitled to such other perquisites as may be customarily granted by Krythium to Trainees of similar rank and position.

E. STATEMENT OF FACTS

It must be specifically understood that this offer is made based on the Trainee's proficiency on Technical /Professional skills the Trainee declared to possess as per the Trainee's application, and on the ability to handle any assignment /job independently anywhere in India or overseas. In case, at a later date, any of Trainee's statements/particulars furnished is found to be false or misleading, Krythium shall have the right to terminate the Trainee's services forthwith.

F. SECRECY

During the period of Training, the Trainee will work honestly, faithfully, diligently and efficiently for the growth of the organization. The Trainee is expected to maintain utmost secrecy in regard to affairs of Krythium and shall keep confidential any information, instruments, documents etc., relating to Krythium that may come to the Trainee's professional knowledge as an Trainee of Krythium.

G. CONFLICT OF INTEREST

The post offered to the Trainee calls for whole time Training and the Trainee will devote self exclusively to the business of Krythium. Trainee will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, profession or activity, with or without remuneration, during the Trainee's Training with Krythium, without written permission from Krythium.

H. TRANSFER

Though the Trainee has been engaged for a specific position, Krythium reserves the right to transfer the Trainee to any other location, department, establishment, subsidiary, holding company or branch of Krythium. In such case, the Trainee will be governed by the terms and conditions of service applicable to the Trainee's new assignment, without any financial loss.

I. CESSATION OF TRAINING

- a. Trainee's Training with Krythium is terminable by either party with one month's notice period or wages in lieu of notice period.
- b. Unauthorized absence or absence without permission from duty for a continuous period of seven days would make the Trainee lose lien on Training. In such case, Training shall automatically come to an end without any notice of termination.
- c. Reference check will be made from the Trainee's previous employers/educational institute. In case there is any adverse report against Trainee or information is received at a later date, which may be detrimental to the interests of Krythium or if the information furnished by Trainee is not true, Krythium reserves the right to terminate the Trainee's services forthwith on the grounds of misrepresentation of facts.

J. RESTRAINTS

a. Access to Information

Confidential information is available on computer systems, and in other forms belonging to Krythium and its clients, access to such information is authorized by project mentors. Any breach of security and unauthorized access of information is a serious violation of Krythium's policies and is grounds for immediate termination and legal action.

b. Non-disclosure

Trainee is expected to maintain utmost secrecy in regard to the affairs of Krythium and shall keep confidential any information, instruments, documents etc., relating to Krythium that Trainee may have pursued as a Trainee of Krythium.

c. Smoking

Krythium owes and assures a smoke free environment for all members of Krythium. The entire office premise is declared as "No-Smoking Zone".

d. Passwords

Access to Krythium's network, development environment and e-mail is through passwords. For security reasons, it is essential to maintain confidentiality of the same. If the password is lost or compromised the management has to be contacted immediately to reset the password.

e. Security

Security is an important aspect of Krythium's communication and office infrastructure. Trainee may not bring in or take out any personal effects such as mobile phones, electronic devices, paper, memory storage devices etc. All the Trainee's personal property may be stored in the personal lockers provided at the entrance to the workspace. If there is need to bring in or take out some of the material/equipment/infrastructure belonging to Krythium or its clients for any reason the Trainee shall obtain written authorization from the Trainee's mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation drives, and company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, Krythium uses sophisticated data encryption devices/algorithms and any attempt to bypass these without prior permission is strictly prohibited and will result in immediate termination of Training and suitable legal action will be taken.

f. Destroying papers & material

Any official communication or written/printed material which is confidential in nature shall be destroyed as per instructions given by the Management once the purpose has been served.

g. Use of Krythium's resources

Trainee shall use Krythium's resources only for official purposes.

K. OVERSEAS SERVICE AGREEMENT

In the event of Krythium deputing Trainee on an assignment abroad, Trainee will be required to sign a deputation agreement with Krythium and also execute a security bond on such terms as Krythium may deem appropriate. This agreement will consist of mainly two issues namely

a. Trainee's commitment to complete the project

b. Trainee returning to India after completion of project and serving Krythium for a stipulated period.

L. INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs, created during the course of Training shall be assignable to Krythium or its clients and shall be deemed to be "WORK MADE FOR HIRE". Trainee shall execute/sign such documents for this purpose as and when required by Krythium.

M. AMENDMENT AND TERMINATION

This Agreement may be amended or cancelled by mutual agreement of the parties and, so long as the Trainee is alive, no person, other than the parties hereto, shall have any rights under or interest in this Agreement or the subject matter hereof. The Training Period shall terminate as of the latest of:

- a. Monday, February 11, 2019
- b. The last day of the month in which the date of the Trainee's death occurs; or the date on which Krythium gives notice to the Trainee if such termination is for Cause or Disability. For purposes of this Agreement, "Cause" means the Trainee's gross misconduct resulting in material damage to Krythium or willful and material breach of this Agreement.

N. NOTICES

Any notice required or permitted to be given under this Agreement shall be sufficient if it is in writing and if sent by registered mail to Krythium's office or to the Trainee at the last address filed by Trainee in writing with Krythium, as the case may be.

O. NON-ASSIGNMENT

The interests of the Trainee under this Agreement are not subject to the claims of Trainee's creditors and may not be voluntarily or involuntarily assigned, alienated or encumbered.

P. SUCCESSORS

This Agreement shall be binding upon, and inure to the benefit of, Krythium and its successors and assigns and upon any person acquiring, whether by merger, consolidation, purchase of assets or otherwise, all or substantially all of Krythium's assets and business.

Q. JURISDICTION

The provisions of this Agreement shall be construed in accordance with the laws of The Republic of India. Even though Krythium may depute Trainee overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of the Trainee's Training will be the courts in Kochi, Kerala, India only.

R. GENERAL

The above terms and conditions are based on Krythium's policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc., Trainee will be governed by the rules of

Krythium as shall be in force from time to time. Paragraph titles are meant to be of illustrative purpose only and are not definitive.

Each covenant, paragraph and division of this Agreement is intended to be severable and distinct, and that if any paragraph, subparagraph, provision or term of this Agreement is deemed to be unlawful or unenforceable, such a determination will not impair the legitimacy or enforceability of any other aspect of the Agreement

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

TRAINEE :	KRYTHIUM SOLUTIONS PRIVATE LIMITED
NAME :	NAME : Verghese Verghese
SIGNATURE :	SIGNATURE :
DATE :	DATE : Monday, February 11, 2019
PLACE :	PLACE : Kochi

ANNEXURE C

CONFIDENTIALITY AND NON-SOLICITATION AGREEMENT:

THIS CONFIDENTIALITY AND NON-SOLICITATION AGREEMENT (“Agreement”) is entered into this 11th day of February 2019, by and between Krythium Solutions Private Limited (Krythium) and Jintu Mathew (“Trainee”).

WHEREAS, Krythium, which is based in Kochi, Kerala, is in the business of providing data analysis and software services to the world-wide health care industry;

WHEREAS, during the course of working with Krythium, Trainee will have access to highly confidential information relating to the business of Krythium and Krythium’s clients;

WHEREAS, the unauthorized disclosure or use of this confidential information may place Krythium and Krythium’s clients at a serious competitive disadvantage and cause irreparable harm;

WHEREAS, certain Krythium’s clients have requested and may, from time to time, request that all Krythium Trainees providing services on clients’ accounts not disclose confidential information obtained in the course and scope of providing professional services; and

WHEREAS, Trainee, as a matter of common law, is prohibited from disclosing confidential information and/or Krythium’s trade secrets and this Agreement serves to further describe and clarify such confidential information and trade secrets, and Krythium’s policies with respect thereto; and

WHEREAS, due to the significant investment of time, money and goodwill by Krythium into its business, Krythium desires to ensure that clients, as defined herein, continue to seek the services of Krythium even in the event of Trainee’s termination of services;

NOW, THEREFORE, in consideration of Krythium’s selection of Trainee, Trainee and Krythium agree as follows:

1. CONFIDENTIALITY AND NON-SOLICITATION

(a) Krythium’s business as well as Krythium’s clients’ businesses are intensely competitive businesses and Trainee’s relationship with Krythium will require that Trainee have access to, and have knowledge of, the details of all the clients’ businesses and all of Krythium’s plans and techniques for the conduct of its business, as well as other information pertaining to the goodwill of Krythium’s clients, all of which are of vital importance to the success of Krythium and its clients, and all of which constitute trade secrets or confidential information. The use or disclosure of the information referred to in this paragraph 1 to any existing or potential competitors of Krythium or its clients would place Krythium and its clients at a serious competitive disadvantage and would do serious and irreparable damage, financial and otherwise, to the business of Krythium and the businesses of its clients. Finally, by Trainee’s training, experience and expertise, Trainee’s services to Krythium are and will be special and unique.

(b) Trainee may not at any time, during or subsequent to his relationship with Krythium, either directly or indirectly use or divulge, disclose or communicate to any person, firm, or corporation, in any manner whatsoever, any trade secrets or confidential information of any kind, nature or description concerning any matters affecting or relating to the businesses of Krythium or Krythium’s clients, unless Krythium specifically authorizes Trainee, in writing, to do so. This

covenant not to divulge trade secrets or confidential information includes, without limiting the generality of the foregoing, the names, buying habits, or practices of any of Krythium's clients, and their marketing methods and related data, the names of any of its vendors or suppliers, costs of materials, the prices it obtains or has obtained or at which it sells or has sold its products or services, lists or other written records used in Krythium's or its clients' businesses, compensation paid to Employees and other terms of Employment, or any other confidential information of, about, or concerning the business of Krythium or the businesses of its clients, its and their manner of operation, or other confidential data of any kind, nature or description, the parties hereto stipulating that as between them the same are important, material and confidential information or trade secrets and affect the successful conduct of Krythium's business and its clients' businesses, and their goodwill, and that any breach of any term of this paragraph 1 (b) is a material breach of this Agreement. All equipment, notebooks, documents, memoranda, reports, files, samples, books, correspondence, lists, computer files and programs, other written and graphic records, and the like, affecting or relating to the business of Krythium or its clients, which Trainee shall prepare, use, construct, observe, possess, or control shall be and remain Krythium's or its clients' sole property, as the case may be.

- (c) All correspondence, proposals, client reports, memoranda, notes, records, manuals, computer programs, charts and other documents (and all copies thereof) made, compiled, received, held, observed, or used by Trainee concerning any phase of the business or the confidential information or trade secrets of Krythium or its clients shall be Krythium's or its clients' property and shall be delivered to Krythium upon the expiration or termination of this Agreement or at an earlier time at Krythium's request.
- (d) Upon the termination of Trainee's agreement with Krythium for any reason, Trainee shall be subject to certain client and Trainee solicitation restrictions:
- 1) For purposes of this paragraph 1 (d), the term "Client(s)" shall mean those clients that are listed on the then current Krythium Client List which shall be maintained by Krythium or former clients whose names appear on a Krythium accounts receivable listing during the twelve (12) month period first preceding the date of the termination of Trainee's agreement with Krythium.
 - 2) Trainee shall not directly or indirectly solicit or perform any professional services customarily rendered by Krythium for any Client for a period of twenty four (24) months following the termination of Trainee's agreement with Krythium. Nothing in this paragraph is intended to restrict Trainee from accepting a full-time position as a Trainee, but not as an independent Trainee or consultant, with a Client.
 - 3) For purposes of this paragraph 1 (d), the term "Prospective Client(s)" shall include those organizations for which Krythium has invested either twenty (20) hours of professional time at no cost to the prospective client or for which Krythium has expended a minimum of Rs. 50,000 in entertaining the prospective client or in marketing or promoting Krythium's services.
 - 4) Trainee shall not directly or indirectly solicit or perform any professional services customarily rendered by Krythium for any Prospective Client for a period of twenty four (24) months following the termination of Trainee's agreement with Krythium.
 - 5) For a period of eighteen(18) months following the termination of Trainee's agreement with Krythium, Trainee shall not directly or indirectly hire or attempt to persuade any agents or Employees of Krythium to terminate their relationship with Krythium, nor do any act which may

result in the impairment of the relationship between Krythium and its agents or Employees, including but not limited to disclosing to any person the identity and responsibilities of any Employees or agents of Krythium for the purpose of enabling them to attempt to persuade any such Employees or agents to terminate their relationship with Krythium.

- (e) Due to the unique and extraordinary character of the services of Trainee, the highly confidential and proprietary information of Krythium to which Trainee will have access, and the critical nature of such services to the continued success of Krythium's business, any violations of this paragraph 1 will cause irreparable damage to Krythium and it is and will be impossible to estimate or determine the damage that will be suffered by Krythium in the event of a breach by Trainee. Krythium shall be entitled as a matter of course and law to injunctive and other equitable relief from any court of competent jurisdiction restraining any further violation of such covenants by Trainee, his employers, Trainees' partners, agents or other associates, or any of them. Such right to injunctive or equitable relief shall be cumulative and in addition to whatever other remedies Krythium may have.

2. WARRANTIES

Trainee represents, warrants and covenants to and with Krythium that:

- (a) There are no restrictions, agreements or understandings whatsoever to which Trainee is a party which would prevent or make unlawful Trainee's execution and performance of this Agreement and
- (b) Trainee's execution and performance of this Agreement shall not constitute a breach of any contract, agreement or understanding, oral or written, expressed or implied, to which Trainee is a party or by which Trainee is bound.

3. ENTIRE AGREEMENT, AMENDMENT AND ASSIGNMENT

This Agreement is the sole agreement between Krythium and the Trainee with respect to the subjects covered herein and it supersedes all prior agreements and understandings with respect thereto, whether oral or written. No modification to any provision of this Agreement shall be binding unless in writing and signed by both Krythium and Trainee. All of the terms and provisions of this Agreement shall be binding upon and inure to the benefit of and be enforceable by Krythium and its successors and assigns and Trainee and his or her heirs, executors, administrator and legal representatives.

4. GOVERNING LAW

This Agreement shall be deemed to be made, and in all respects shall be interpreted, construed and enforced in accordance with the laws of the courts in Kochi. Trainee recognizes that Krythium may employ or have contracts with many persons throughout the World, including, but not limited, to India and the United States of America, and that it is within the legitimate interests of Krythium to have its agreements construed in a uniform fashion under the laws of India.

5. WAIVER

Trainee agrees that if Krythium fails to take action to remedy any breach by Trainee of this Agreement or any portion of the Agreement, such inaction by Krythium shall not operate or be construed as a waiver of any subsequent breach by Trainee of the same or any other provision, agreement or covenant.

6. SEVERABILITY

Trainee agrees that each covenant, paragraph and division of this Agreement is intended to be severable and distinct, and that if any paragraph, subparagraph, provision or term of this Agreement is deemed to be unlawful or unenforceable, such a determination will not impair the legitimacy or enforceability of any other aspect of the Agreement.

TRAINEE	KRYTHIUM SOLUTIONS PRIVATE LIMITED
NAME :	NAME : Verghese Verghese
SIGNATURE :	SIGNATURE :
DATE :	DATE : Monday, February 11, 2019
PLACE :	PLACE : Kochi

Mr./ Ms. JINU MATHEW
C/O. Mr. SHAJU K MATHEW
PULICKAL HOUSE,
PALA P.O.,
CHETHIMATTOM,
KERALA-686575

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **31.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **05.01.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **30.12.2018**. In case you do not report for the induction training programme on **31.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **15.02.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: THRISSUR-BAZAR
MUNICIPAL OFFICE ROAD,
THRISSUR,
KERALA,
PINCODE-680001**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 21.12.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Assistant General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____,
whose photo is placed above, has good moral character & reputation and there is no criminal case pending
against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following
address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. **JOBINS M JOY**
C/O. Mr. **M V JOY**
MANACKAL HOUSE,
YENDAYAR P.O,
KOOTTICKAL, KOTTAYAM,
KERALA-686514

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: MEPPADY
DO.NO.MP IX/960 F,
MUBARAK BUILDING, MEPPADY,
WAYANAD,
KERALA-673577**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. JOSMIN JOY
C/O. Mr. JOY GEORGE
PANACKAKUZHIYIL(H),
AMPARANIRAPPEL P.O.,
BHARANANGANAM,
KERALA-686578

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **01.04.2019** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **06.04.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **31.03.2019**. In case you do not report for the induction training programme on **01.04.2019**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **01.05.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 61.10 % of (Basic Pay + Special Pay) during February 2019
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of joining formalities, the formal appointment order stating your initial place of posting will be issued and you are advised to report for duty immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 25.03.2019**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby issued to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :



NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
INDIAN COUNCIL OF MEDICAL RESEARCH

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
Kannamangala Post, Bengaluru-562 110 (India)

No. NCDIR/ICMR/POCSS/2017/

17-11-2017

Ms. Nifty Tomy
Thadathil House
Vazhithala PO, thodupuzha
Idukki (Dist
Kerala - 685583

Sub: Offer of engagement to Ms. Nifty Tomy as Project Technical Officer (Statistics) in the project entitled 'Patterns of Care and Survival Studies (POCSS) on Cancers in childhood, Lymphoid and Hematopoietic Malignancies, other Gynecological Malignancies in Chennai, Bangalore, Thiruvananthapuram, Delhi and Mumbai' at National Centre for Disease Informatics and Research (ICMR), Bengaluru –regarding.

Dear Ms. Nifty Tomy,

I am directed to convey the approval of the Competent Authority for offering you an engagement as Project Technical Officer (Statistics) against lump sum amount of Rs. 32,000/- (Rupees thirty two thousand only) per month under the project 'Patterns of Care and Survival Studies (POCSS) on Cancers in childhood, Lymphoid and Hematopoietic Malignancies, other Gynecological Malignancies in Chennai, Bangalore, Thiruvananthapuram, Delhi and Mumbai' at NCDIR, Bengaluru. The engagement will be on contractual basis for a period up to 31-3-2018 with effect from the date of assumption of duty and likely to be continued further.

The engagement will be subject to the following terms and conditions:

1. You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any Court of Law.
2. The engagement is purely on contract basis and the Director of the Institute reserves the right to dispense with your services at any time without assigning any reasons.
3. The present assignment is for a period up to 31-3-2018 from the date of assumption of duty unless subsequently extended on the basis of your performance evaluation.
4. The engagement will get automatically cease to be on present/extended assignment or completion of the aforesaid project activities, whichever is earlier.
5. The engagement can be terminated at any time by giving one-month notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month contractual amount. However, you will not be permitted to surrender one-month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.

Handwritten signature and date: 17/11/17

6. You will be normally posted at the study site; however, you may be temporarily posted to other study sites in the interest of project work.
7. You shall not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, Bonus, etc. You will also not be provided any CGHS or medical facility under CS (MA) Rules.
8. No travelling and/ or daily allowance will be admissible either for joining the assignment or on expiry of the contract. However, while travelling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per your entitlement.
9. Leave Provisions:
 - a) Annual/Accrued leave: 30 days per annum (Pro-rated @2.5 days per month of completed service)
 - b) Maternity leave: 180 days in terms of ICMR OM No. 16/50/2015- Admin.II dated 11/02/2016
 - c) 8 days Casual Leave and 2 days Restricted Holiday as per GOI rules.
 - d) On termination of the contract, you will not be entitled to carry forward of leave or to the benefit of encashment of earned leave.
10. You will not be entitled for any terminal benefit after completion of contract period or otherwise.
11. You will not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
12. The contract service will not confer any right for further assignment.
13. You should submit a Medical Fitness Certificate from the Civil Surgeon (Government Hospital) in the prescribed format at the time of joining.

If you accept the offer on the above terms and conditions, you are requested to send the acceptance by 22-11-2017 by return e-mail (adm.ncdir@gov.in and copy to ramesh.ao@ncdirindia.org) and you are directed to report for duty on or before 5-12-2017 failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office

Yours faithfully,


Administrative Officer
For Director

Encl: as above

Copy to,

- Director / Drawing and Disbursing Officer /Accounts Officer – For information
- Personal File
- Office Copy



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Reg. No. K 282/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2563477

E-mail: info@onlyorganic.co.in, bju@onlyorganic.co.in

MASS/Appointment Letter/HR/03

16/8/2018

**Mr.Nikhil Mohan
Mulamthanathu
Kavumbhagom
Thekkethukavala, Ponkunnam**

Sub : **Appointment letter as volunteer in Rescue Team**

Dear Mr.Nikhil,

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation , organized by MASS(Manarcad Social Service Society)** for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 16/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livelistock

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C. Facilities to be provided from company

1. Emergency Kit :-
multi vitamin tablet/water/torch/snacks(biscuits)....
2. Rain coat

D. Reimbursement

1. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service.
2. Manarcad Social Service Society (MASS) will not be responsible for any ill health/ incident/accident happened to you during this operation . However MASS will provide you risk coverage insurance of Rs.1 Lakh .

Undertaking from Volunteer

I, NIKHIL MOHAN S/o K.R MOHANAN PILLAI

R/o
Mulamthanathu (H), kavumbhagam P.O, T. kavala, Ponkunnam
accept this volunteer appointment and the terms and conditions set forth above . This offer mentioned above are accepting voluntarily at my own end and own risk and agreed the terms mentioned above. I confirm that I have undergone training on first aid services and completely understand about it. I also assure that I will follow the rules and regulations of rescue management issued by Government of Kerala.

Name: Nikhil Mohan

Address: Mulamthanathu (H) kavumbhagam
(Signature) T. kavala Ponkunnam 68651

Date: 16/8/18



Signature from Authorized signatory

Offer: Computer Consultancy
Ref: TCSL/DT20184123105/Chennai
Date: 04/04/2018

Mr. Nikhil Tom
AnapparaKadanad,
Kadanad,
Kottayam-686653,
Kerala.
Tel# 91-9495234410

Dear Nikhil Tom,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to positive background check.

10-Jun-2016

Theres Shibu
St. Thomas College, Palai

Candidate ID: 8821105



Dear Theres,

In continuation to our discussions, we are pleased to offer you the role of **Test Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant")

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.174,750**. This includes an annual incentive indication of **Rs.8,000** as well as Cognizant's contribution of **Rs.19,750** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **Rs.209,750/-**. This includes an annual incentive indication of **Rs.8,000/-** as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note that this appointment is subject to satisfactory professional reference checks and you securing a minimum of 50% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>.

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Sriram V Rajagopal

SVP - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Infosys



HRD/IMS/10999811/16-17

Ms. Chris Maria Tom
Candidate ID: 10999811
Jeerakathil House, Thanipalakadu PO,
Kanjirapally,
Kottayam - 686 506
India

April 18, 2016

Ph: (91) 98460 57207

Dear Chris,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
SENIOR VICE PRESIDENT - HRD

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by LOBO RICHARD
Date: 2016.04.18 18:54:49 +05:30
Reason: Offer Letter
Location: Bangalore

Mr./ Ms. ADITH CYRIL MATHEWS
C/O. Mr. MATHEWS V JOSEPH
VENGAYIL(H),
KODALLOOR P O,
KOTTAYAM,
KERALA-686587

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: CHALAKUDY
MANJALY ACHANDY TRADE CENTRE,
SOUTH JUNCTION CHALAKUDY,
THRISSUR,
KERALA-680307**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. **DIBIN V ALANKARA**
C/O. Mr. **VARGHESE GEORGE**
ALANKARA HOUSE,
POOVATHODU P.O,
BHARANANGANAM, KOTTAYAM,
KERALA-686578

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HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
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Fixed Conveyance	: Rs.1400/-

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BRANCH/ OFFICE: IRINJALAKUDA
XVIII/343, BLAZE COURT,
MAIN ROAD IRINJALAKUDA,
THRISSUR,
KERALA-680121**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :



Ref: HRD/Offer/IN/2135x2134

Date: October 30, 2018

**To,
Rosmine George
Kochi**

Dear Rosmine George,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to offer you employment with Orion India Systems Private Limited (the “**Company**”) on the terms & conditions detailed in this letter.

1. DESIGNATION:

The position offered for the employment with the Company is “**Trainee Statistical Analyst**”.

2. EFFECTIVE DATE AND DOCUMENTS:

The appointment is proposed to be with effect from **November 5, 2018** and on the date of appointment you are required to furnish the documents as more fully described under **Annexure A** to this letter. In the event that, you do not join on the date mentioned or mutually agreed in writing by you and the Company, the offer stands cancelled.

3. SALARY:

Your Salary will be as detailed under **Annexure B** to this letter.



4. DEDUCTIONS:

The Company shall be entitled to deduct from the above salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration and any other taxes or Statutory dues/levies etc;
- Employment / Professional tax;
- All other dues from you to the Company such as, loans and advances given to you;

The Income Tax Liability with regards to the your salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as detailed in this letter. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

For Orion India Systems Pvt. Ltd.

Narendra Kumar
Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature -----

Rosmine George



Annexure to letter HRD/Offer/IN/2135x2134

Date: October 30, 2018

TERMS AND CONDITIONS OF THE APPOINTMENT

1. PROBATION & CONFIRMATION:

You will be on probation for a period of **Six months** from the date of joining which may be reduced or extended, if considered necessary by the Company, at its discretion or based upon your overall performance during the probationary period. On completion of **Six months** of probation, unless your employment is confirmed in writing, your probation period shall be deemed to be extended.

During the probationary period, your service can be terminated with one month notice or salary in lieu of such notice, on either side.

Upon successful completion of your probation, you will be advised in writing of your confirmation as a regular employee of the company.

On confirmation, your services can be terminated upon three months' notice or three months' salary in lieu of such notice, strictly based on the Company's decision.

2. PLACE OF WORK:

You will be initially posted in **Kochi** however, you are liable to be transferred / deputed in the same position or in an equivalent position to any country, wherever the Company has business interests.

3. INFORMATION FURNISHED REGARDING EMPLOYMENT:

This appointment is subject to your submitting relevant documents regarding your qualifications and past experience.

4. TERMINATION CLAUSE:

We are looking forward to a long and fruitful association, however in the event of unforeseen circumstances the employment contract can be terminated in the manner provided below:



- a) The Company shall be entitled to terminate your services by giving three months' written notice or salary in lieu of notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, wilful misconduct, or a material violation of Company policies or any other reasons causing grievous loss / damage / disrepute to the company / associates, your termination will be immediate and without any notice or compensation.
- b) In the event of your resignation from the Company, the resignation will be accepted, subject to your giving the Company a notice period of three months and proper handing over of your assigned responsibilities to the Company. You shall, on ceasing to be the employee of the Company for any reason, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

The notice period has to be served in full, unless otherwise agreed by the Company in writing. It is clarified that you do not have the option to either adjust the notice period against any leave or pay compensation in lieu of the notice and the same shall be as per the discretion of the Company.

We will be proud to have you as a member of our team to enable us to achieve our professional goals and objectives.

Yours sincerely,

For Orion India Systems Private Limited

Narendra Kumar
Director



Annexure A

DOCUMENTS REQUIRED

A. Immediately (Scanned)

- UG/PG Degree certificates
- Mark list
- Previous employers relieving letters
- Employee ID No. from immediate previous employer.

B. At the time of reporting:

At the time of reporting, you are required to bring along with you the following documents to be handed over to us:

- An unconditional relieving letter from your present employer.
- Five passport size photographs
- Two photocopies each of your educational certificates, experience certificates, last drawn salary slip and proof of your age.
- Please show the original of the above certificates for verification.
- A copy each of your valid passport and international driving license.
- Address Proof.

C. Training and Development

Training will be given for the specified skill set you have been hired for.

D. Employment Background Verification

The Company is committed to provide a safe and productive working environment. Therefore, as part of the hiring process you will be required to successfully complete an employment background verification prior joining. Please note that in the event of failure in background verification will result in withdrawal of employment.



Annexure B

Date: October 30, 2018

Name: Rosmine George
Designation: Trainee Statistical Analyst
Location: Kochi

Orion -CTC	
Elements (Per Month)	CTC Rs.
Basic	8,833.00
HRA	4,417.00
Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A (Gross Salary)*	21,023.00
PF Contribution (Employer)	1,060.00
Sub Total B	1,060.00
Total (A+B)	22,083.00
CTC (per month)	22,083.00
Fixed CTC (per annum)	265,000.00

Income Tax Benefit Options

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)

* The amount will be subject to applicable Statutory Deductions such as Provident Fund and ESI

Yours sincerely,
For Orion India Systems Pvt. Ltd.

Narendra Kumar
Director

rediffmail

Mailbox of kmkurian

Subject: Fwd: Offer from IQVIA™ - We invite you to join us!

From: RIYA BENNY <riyabenny981994@gmail.com> on Tue, 05 Mar 2019 20:09:25

To: kmkurian@rediffmail.com

4 attachment(s) - Conflict_of_Interest_Disclosure_Form_March_2018.pdf (202.94KB) , Compensation_Annexure_UptoG31-with_SB.PDF (110.53KB) , Relocation_Annexure_-_Grade_150_and_below.pdf (13.18KB) , Riya_Benny_120_bio.pdf (65.24KB)

----- Forwarded message -----

From: **Shamshuddin, Abdul** <A.Shamshuddin@iqvia.com>

Date: Tue, Mar 5, 2019, 1:35 PM

Subject: Offer from IQVIA™ - We invite you to join us!

To: riyabenny981994@gmail.com <riyabenny981994@gmail.com>

Dear Riya,

We want to welcome you to IQVIA™On behalf of IQVIA, we are pleased to extend an **offer of employment** for you to join us.**Your designation will be Biostatistician Technician– Grade 120. You will be based in Kochi.**

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits. Request you to review this and let us know your decision within 2 business days.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

Post your email acceptance and confirmation of the joining date you will receive a system generated offer and a link from Taleo to complete the onboarding. The link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems.

We request you to share the following details along with the email acceptance of this offer:

- a. Signed copy of conflict of interest (Attached):
- b. Date of Birth:
- c. Father's/Spouse's Name:
- d. Communication address to reflect in offer letter:

Also Pls share copy of your Pan and Aadhar card

We are really excited to welcome you to IQVIA™. Whatever your career goals, we are here to ensure you get there!

Please join us to move healthcare forward. Together.

Kind regards,

Shamshuddin

IMPORTANT - PLEASE READ: This electronic message, including its attachments, is CONFIDENTIAL and may contain PROPRIETARY or LEGALLY PRIVILEGED or PROTECTED information and is intended for the authorized recipient of the sender. If you are not the intended recipient, you are hereby notified that any use, disclosure, copying, or distribution of this message or any of the information included in it is unauthorized and strictly prohibited. If you have received this message in error, please immediately notify the sender by reply e-mail and permanently delete this message and its attachments, along with any copies thereof, from all locations received (e.g., computer, mobile device, etc.). To the extent permitted by law, we may monitor electronic communications for the purposes of ensuring compliance with our legal and regulatory obligations and internal policies. We may also collect email traffic headers for analyzing patterns of network traffic and managing client relationships. For further information see: <https://www.iqvia.com/about-us/privacy/privacy-policy>. Thank you.

Mr./ Ms. SHILPA ABRAHAM
C/O. Mr. ABRAHAM MATHEW
NEDUMPURAM(H), MUTHOLY P.O.,
PALAI,
KOTTAYAM,
KERALA-686573

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kurupam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: MOOKKANNOR
DO.NO.176 F, WARD NO: 5,
MOOKKANNOOR STREET,
MOOKKANNOOR P.O.,
KERALA-683577**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. SREELAKSHMI RAJEEV
C/O. Mr. RAJEEV S
NELLIKUNNATHU (H),
PANACHEPPALLY P.O.,
KANJIRAPPALLY, KOTTAYAM,
KERALA-686518

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

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STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: CHACKAI, TRIVANDRUM
T.C.NO. 31/1398 (3),N.H BYPASS ROAD,
CHACKAI JUNCTION, P.O. PETTAH,
THIRUVANANTHAPURAM,
KERALA-695024**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

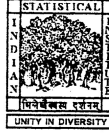
Hospital Seal

Place :

Date :

INDIAN STATISTICAL INSTITUTE

203, Barrackpore Trunk Road,
Kolkata 700108, India.



Telegram : STATISTICA, KOLKATA 700108.
Telephone : (91) (33) 2575-2275/2276
Fax : (91) (33) 2577-6033
e-mail : personnelunit@isical.ac.in
antjan@isical.ac.in

No.PU/506/PL-MISC/2868

16 August 2018

OFFICE ORDER

The following candidates are selected as **STATISTICAL TRAINEE** against advertisement No.PU/507/ADV/2706 dated 20 June 2018 for the training programme to be conducted by the Sampling and Official Statistics Unit of the Indian Statistical Institute, Kolkata. The Trainees are to report to Head, Sampling and Official Statistics Unit, Indian Statistical Institute, 203 B.T. Road, Kolkata - 700108 on or before 31 August 2018. The training programme will continue upto **31 March 2019**. Each trainee will receive a stipend of **₹16000/-** (Rupees sixteen thousand) only consolidated per month.

Sl. No.	Name	Address	Payment ID Code
(1)	(2)	(3)	(4)
1.	Sowjanya Surla	43-12-12/5, Flat-106, Revathi Towers Railway New Colony, Near Subbalakshmi Kalyana Mandapam, Visakhapatnam, Andhra Pradesh -530016.	30139
2.	Poulami Sarkar	403 Jaigir Ghat Road Thakurpukur Bajar, Kolkata - 700063.	30140
3.	Prakash Chandra	AT Kamlanandan Niwas West Lohanipur, Kadamkuan, Patna - 800003, Bihar.	30141
4.	Gopika V. Nair	Govind Bhavan Nechipuzhoor, PO: Pala, Kottayam, Kerala - 686574.	30142
5.	Sukanya S	Veluthedathu Madom Udayanapuram, PO: Vaikom, Kottayam, Kerala - 686143.	30143

This issues with the approval of the Deputy Director (Officiating).

Manoj Pal

(Manoranjan Pal)
For Professor-in-Charge
Social Sciences Division





Name : STEPHIN ABRAHAM | Company: Syngene International Ltd | PF No: PYBOM00191090000020123
 Id : 10024458 | Department : BBRC-MEDICINAL CHEMISTRY- | PAN: BSOPAI675G
 Pay period : 01.02.2020 - 29.02.2020 | UAN No: 101245543901 | Designation: SENIOR RESEARCH ASSOCIATE

Transf date A/C No. | Amt = Earnings - Deductions + Round off
 01.03.2020 50100317150182 | 31,957.00 = 34,129.00 - 2,172.00 0.00

Joining date: 21.10.2019 Date of Confirmation: 00.00.0000

Earnings		Deductions		Form 16 Summary	
Basic Salary	15,600.00	Ee PF contribution	1,872.00	Gross Salary	182,755.29
HRA	7,800.00	Prof Tax deduction	200.00	Balance	182,755.00
LTA	1,560.00	Canteen Ded - Normal	100.00	Std Deduction	50,000.00
Flexi Allowance	6,049.00			Emgmt tax (Prof Tax)	1,000.00
Adv Stat Bonus/Ex-Gratia	3,120.00			Aggrg Deduction	51,000.00
				Incmm under Hd Salary	131,755.00
				Gross Tot Income	131,755.00
				Agg of Chapter VI	10,024.00
				Gross amount u/s 88	10,024.00
				Total Income	121,731.00
Total	34,129.00	Total	2,172.00		

IEL Balance: 4.00 | Take Home Pay: 31,957.00
 CL/SL Balance: 2.00
 LOP Days: 0.00

**Mr./ Ms. TOJO PAUL
C/O. Mr. PAUL THOMAS
KAROTEMPREL (H),
KALAKETTY P.O.,
KOTTAYAM,
KERALA -686508**

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.01.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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..3..

Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 60.70 % of (Basic Pay + Special Pay) during November 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.
BRANCH/ OFFICE: MUVATTUPUZHA MAIN
PULINATTU PROPERTIES, M C ROAD,
VELLOORKUNNAM, MARKET PO,
MUVATTUPUZHA, ERNAKULAM,
KERALA-686673**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 30.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby granted to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :

Mr./ Ms. VINAYAK P R
C/O. Mr. M S RADHAKRISHNAN NAIR
PADINJAREL HOUSE, URULIKUNNAM,
MADUKKAKUNNU P.O.,
KOTTAYAM,
KERALA-686577

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **01.04.2019** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.
STAFF TRAINING COLLEGE
3RD & 4TH FLOORS, SIB BUILDING,
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **06.04.2019**. Your accommodation is arranged by the Bank at **Hotel Luciya Palace, Marar Road, Thrissur – 680001, Ph: 0487-2424731** from the evening of **31.03.2019**. In case you do not report for the induction training programme on **01.04.2019**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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- f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)
- g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **01.05.2019**.
- h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/ Permanent address as per the format attached as Annexure I.
- k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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Prescribed qualification/criteria:

- X & XII : 60% or above
- Graduates : Pass in 1st chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks

- Age
 - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
 - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 61.10 % of (Basic Pay + Special Pay) during February 2019
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of joining formalities, the formal appointment order stating your initial place of posting will be issued and you are advised to report for duty immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 25.03.2019**, failing which the offer given to you will be treated as withdrawn.

E-mail: careers@sib.co.in

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager

ANNEXURE I
POLICE VERIFICATION CERTIFICATE

Name _____
Father's Name _____
Father's Employment _____
Marital Status – Single/Married

Applicant must
paste a photograph
here, duly attested
from the police
station(seal should
be affixed on the
photograph)

Office Stamp to be put on the Photograph.

1. This is to certify that _____ son/daughter of Sri/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him/her. He/She has not been convicted by any court of law to the best of my knowledge.

2. It is certified that Mr/Ms. _____ has been staying at the following address since _____

Name _____
House No. / Village _____
Post Office _____
District and State _____
PIN _____

**Police Verification Certificate is hereby issued to Mr/Ms. _____
for the purpose of employment in The South Indian Bank Ltd.**

Signature & Official Stamp of Verifying Officer

Office Address: _____

_____ PIN _____

Full Name : _____

Designation: _____

Tel No with STD Code: _____ (O)

Office Stamp

ANNEXURE II

**Personal statement to be filled in by the candidate before presenting the
form to the Civil Surgeon/Chief Medical Officer**

To be submitted by the candidate at the time of reporting for medical examination			
1.	Name of the candidate:		2. Address:
3.	Date of Birth:	4. Age:	
5.	<p><u>Personal History</u></p> <p>A. History of Bleeding from Gastro-Intestinal Tract, Gastric or Duo denal Ulcers, Appendicitis, Internal Piles, Fistula, Typhoid, Jaundice, Hepatitis, Kidney ailments, Heart diseases, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer, any other serious ailments etc. Give details:-</p>		
	B. History of Asthma, Tuberculosis, Spitting of Blood, Pleurisy, Breathlessness etc. Give details:-		
	C. History of Palpitation, Fainting Spells, Pain in the chest, Breathlessness on Exertion, Cyanosis, Rheumatic fever with joint pains, Swelling of legs/face etc. Give details:-		
	D. History of Bleeding Urinary Tract, painful urination, passing of stones in Urine etc. Give details:-		
	E. History of Fits, Paralysis, Neursthenla, Nervous Breakdown etc:- Details to be given:-		
	F. History of Leprosy, extensive generalized allergic dermatitis, Leucoderma, Venereal disease etc. Give details:-		
	G. Have you suffered from defects in hearing or eye sight? Give details:-		

	H. Details of serious illness/injuries sustained by accident or otherwise; Give details:-
	I. Details of surgical operations undergone:-
	J. Have you ever been tested for HIV? If so, what was the report?
	K. Is there any other item in your medical history, which are not already covered above? If YES, give details:

6. Family History

i)	Diabetes	
ii)	Heart diseases & Hypertension	
iii)	Tuberculosis	
iv)	Kidney disease	
v)	Cancer	
vi)	Any other serious ailments	

7. Family / Marital status

A.	Married	YES/ NO
B.	If Married, a. Details of issues b. If female, whether pregnant? If YES, age of pregnancy	

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :
Date :

Signature/Thumb impression of the candidate

SIGNED IN MY PRESENCE
Signature of the Medical Examiner

Report to be filled in by the Civil Surgeon/ Chief Medical Officer

Guidelines

1. Medical Examiner shall always consider whether the candidate is fit for continuous service in the Bank for a long period. If the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Rheumatic Heart, Hypertension, Hypo tension, Diabetes, Tuberculosis, Cancer/Leukaemia, HIV +ve, Hepatitis, Haemophilia, Juvenile or any other serious ailments, he/she cannot be considered as fit for employment.
2. Medical Examiner may give due attention to the family and personal history of the candidate, furnished in the personal statement/details submitted by the candidate.
3. Answers and statements in the report be made clear and unambiguous
4. Whenever considered necessary, Medical Examiners may take specialist's opinion before finalizing the reports.
5. While declaring a candidate unfit for service, the Medical Examiner should clearly state the reasons for arriving at such conclusion. In cases where the Medical Examiner considers that a minor disability, disqualifying a candidate for Bank's service can be cured by treatment (surgical/medical) within a reasonable period of time say 3 to 6 months, a statement to that effect should be recorded in the report.

Name of the Candidate:

Signature of the candidate:

1.	General Development	: Good..... Fair..... Poor.....
2.	Skin: Any obvious disease	
3.	Eyes: a) Whether the vision is normal b) If not, is it capable of being corrected to 6/6 with glasses(not with contact lenses)	Yes/No
4.	Ears : Inspection Hearing : Right Ear Left Ear	
5.	Glands : Thyroid	
6.	Conditions of teeth	
7.	Respiratory systems – Normal/Abnormal If abnormal, explain fully.	
8.	Circulatory system a) Heart: Any organic lesions? Pulse Rate: b) Blood Pressure Systolic Diastolic c) E.C.G(with report)	
9.	Abdomen: Girth Hernia a) Palpable: Liver..... Kidneys..... Hemorrhoids.....	Tenderness Spleen ,..... Tumour..... Fistula.....

10.	Nervous System: Indication of nervous or mental Disabilities	
11.	Loco- Motor system: Any abnormality	
12.	Genito Urinary system: Any evidence of Hydrocoele, Variocoecele etc. Report of Urinary analysis (Routine)	
13.	Report of X-Ray examination of chest	
14.	Report of the Blood Examination (including HIV testing) i) Blood for T.C, D.C, E.S.R., Hb ii) Blood group & Rh iii) HIV	
15.	Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the Bank for which he/she is a candidate	
16.	Whether the candidate is suffering from any of the diseases such as Kidney ailments, Heart diseases, Hypertension, Hypotension, Diabetes, Tuberculosis, Cancer, HIV +ve, Hepatitis, any other serious ailments. (In case of any of the diseases as above he/she will not be considered as fit)	
17.	The Medical Examiner may record the findings under one of the following categories: i) The candidate is FIT for employment in the Bank : ii) The candidate is UNFIT for employment in the Bank on account of :	
18.	The age of the candidate according to his/her own statement is.....years as on date and by appearance he/she is aged about.....years. He/ She bears/ does not bear marks of small pox vaccination. His/ Her personal marks of identification are: 1. 2.	Applicant must paste photograph here, duly attested by the issuing authority (Hospital seal should be affixed on the photograph)

I, the undersigned do hereby declare that I have filled in the above report in my capacity as Civil Surgeon/ Chief Medical Officer.

Signature of the Civil Surgeon/Chief Medical Officer:

Name of the Doctor :

Rank :

Designation :

Registration No. :

Name/ Place of the Govt. Hospital :

Hospital Seal

Place :

Date :