

## **Joining Formalities (Check List)**

1. Format for HRMS data
2. Format for Mediclaim
3. Candidate Declaration regarding document Submission.
4. Joining Formalities set:-
  - Specimen Signature of the Employee.
  - Joining Report.
  - Letter of Acceptance of Appointment.
  - Relieving/Discharge Certificate from Previous Employer.
  - Certificate of Conduct & Performance.
  - Agreement of Services.
  - Annexure – I, Indemnity Bond with Surety Etc.
  - Undertaking for employees/officers in SHGB for appointment in Higher Grade.
  - Schedule –I Declaration of Fidelity and Secrecy.
  - Schedule – II Declaration to be obtained from every Employee on First Appointment.
  - Schedule-III, Declaration of Domicile.
  - Name and Address of two respectable persons.
  - Medical Report (With X Ray Sheet).
  - Personal Bio-Data.
  - Attestation-Form.
  - Identity Form.
  - Form For Giving Intimation For Transactions In Shares Etc.
  - Caste Certificate.
  - Form of certificate by OBC & Annexure - II OBC Declaration Proforma.
  - Form for appointment of beneficiary under rule 6 of the gratuity fund.
  - Copies of Certificates- Educational Qualification.
  - Any other relevant certificate.
5. Character Certificate.
6. Police Verification Report.
7. CIBIL Report (At HO level)

8. CIBIL Undertaking
9. Seven colored photograph after 08.08.2024
10. Shgb email print out
11. IBPS email print out
12. Online application print out
13. Candidate document set sent by IBPS.

\*\*\*\*\*