



## Fwd: RECRUITMENT IN CLERICAL CADRE: OFFER OF APPOINTMENT

1 message

SMRITI GHOSH <smriti999ghsh@gmail.com>  
To: debasish ghosh <deba1998deba@gmail.com>

Sat, Jun 21, 2025 at 5:29 PM

----- Forwarded message -----

From: **AGM PER-HRD LHO KOLKATA** <agmphr.lhokol@sbi.co.in>  
Date: Sat, 21 Jun, 2025, 5:12 pm  
Subject: RECRUITMENT IN CLERICAL CADRE: OFFER OF APPOINTMENT  
To: [smriti999ghsh@gmail.com](mailto:smriti999ghsh@gmail.com) <[smriti999ghsh@gmail.com](mailto:smriti999ghsh@gmail.com)>

### LETTER OF OFFER

To,

**MS SMRITI GHOSH**

**ROLL NO. 3841027868**

S/D/W/o: SHRI DEBI SHANKAR GHOSH

NALHATI KAMARPARA NEAR DURGA MONDIR, K K ROY GOLI WARD NO 09,

DIST: BIRBHUM, STATE: WEST BENGAL,

PIN CODE: 731243

MOBILE NO: 7407659528

**Ref No.: PER/RC/JA-24/476**

**Date: 21.06.2025**

Madam / Dear Sir,

### RECRUITMENT IN CLERICAL CADRE

### OFFER OF APPOINTMENT

We are pleased to inform you that based on your performance in the Main online examination held on 10.04.2025 you have been shortlisted for appointment in the Bank in the Clerical Cadre as "Junior Associates (Customer Support & Sales)" subject to successful qualification in official language test and completion of required formalities by you.

2. Please, therefore, call on the **Director, SBILD Durgapur, 4/1, Dr. Martin Luther King Road, Bidhannagar, Durgapur, Distt. Paschim Bardhaman – 713212** on **10.07.2025** for official language test and other necessary completion of joining formalities. **Please note that the medical test will also be conducted at the above-mentioned address.** After successfully qualifying in official language test and satisfactory completion of the joining formalities including medical reports, final

letter of appointment will be issued to you. Thereafter, you will be undergoing training to be arranged by the State Bank Institute of Learning & Development (SBILD)/ Local Head Office (LHO) prior to your posting at the identified branch/office.

3. It is clarified that, the pregnant women may be appointed in the Bank irrespective of the stage of pregnancy provided she furnishes a certificate from specialist gynaecologist that her taking up Bank's employment at the stage is no way likely to interfere with her pregnancy or the normal development of the foetus or is not likely to cause her miscarriage or otherwise to adversely affect her health and that the candidate is fit to join duty and travel. However, the appointment in such cases will be subject to meeting other fitness criteria as per Bank's extant instructions. In such a case prior written intimation should be sent to us immediately on receipt of this letter.

4. If at any time in the past, you were employed in our Bank in the clerical cadre, you are not eligible to join the Bank afresh in clerical cadre now. Your appointment will be cancelled at any time, if it is found that you were appointed in the Bank earlier in clerical cadre.

5. Persons convicted for dowry offences under the Dowry Prohibition Act, 1961 or under Section 80 of Bharatiya Nyaya Sanhita, 2023 are disqualified from being appointed in the Bank.

6. Candidates with record of default in repayment of loans/credit card dues and/or against whose name adverse report of CIBIL or other agencies is available, will not be appointed in case of selection. The position in this regard will be verified before joining. Candidates in their own interest are advised to verify their credit record in official website of CIBIL.

7. Candidates against whom there is/are adverse report(s) regarding character, antecedents, moral turpitude etc., are disqualified from being appointed in the Bank.

8. Merit list has been drawn State-wise and category-wise and candidates will be posted in the State for which they have applied. Please note that there is no provision of Inter Circle Transfer/Inter State Transfer for Junior Associates to be recruited.

9. (i) The following documents in **original and one set of photocopy** will have to be produced by you at the time of your reporting thereat, in original:

- a) Birth Certificate, Admit Card, Marksheet, Certificate of 10<sup>th</sup> Board Examination (for verification of date of birth)
- b) Income Tax PAN Card (mandatory)
- c) AADHAR Card
- d) Certificate(s) regarding educational qualification
- e) Military Discharge Certificate (in case appointment of ex-servicemen)
- f) Character certificates either from two Gazetted Officers of Government or one such officer and an officer of the Bank in addition to a certificate from the Head Master/Principal of the School/College last attended.
- g) Certificate for handicapped category issued by CMO/competent authority stating therein the nature and extent of handicap
- h) SC/ST/OBC category certificate (For OBC category, Non-creamy Layer Certificate issued on or after 01.04.2024)
- i) EWS Income and Asset Certificate (issued by a Competent Authority on the format prescribed by Govt. of India for the **relevant financial year 2023-24 and valid for the year 2024-25** as per the extant DoPT guidelines.)
- j) Eight passport size colour photographs (Recent one).

k) Biodata Form (Must be duly filled. Format available in the Bank's website)

l) Duplicate copy of Offer Letter

(ii) Your appointment in the Bank will be subject to successful qualification in official language test and the production of satisfactory medical reports. The format of the examination / test for official language will be as decided by the Bank. In case you do not succeed in the said test / examination, you will not be given appointment in the Bank. However, the candidates who produce Xth or XIIth standard marksheet / certificate evidencing having such official language, at the time of joining formalities, will not be subjected to language test.

(iii) For the purpose of medical report, you will have to undergo medical tests/ examination at your own cost as per Bank's norms. Please note that the medical test will also be conducted at the above-mentioned address. Medical examination report as per the Medical Standards of the Bank for new recruits to be obtained from respective Bank's Medical Officer positioned at the place where joining formalities will be conducted. For that purpose, following medical test reports from pathological laboratory/diagnostic centre/Radiological Centre will be required. The reports should be signed by atleast M.D. qualified attending pathologist/radiologist:

- Blood C.B.C.
- E.S.R.
- Blood Sugar - Fasting-P.P.
- Serum Cholesterol
- Blood urea/NPN
- Serum Creatinine
- Urine and Stool routine.
- X-ray of Chest P.A. view
- Full abdomen & pelvis Ultrasonography
- ECG
- Pure Tone Audiometry
- SGOT
- SGPT
- Serum Bilirubin (T&D)
- USG- Inguino-Scrotal region (In males)

Please note that the Bank's Medical Officer may ask for additional medical test(s). Please also carry with you complete Eye check-up report (including vision near, distance, refraction error, colour vision, field blindness, night blindness, fundus examination, any organic disease etc.)

10. In the event of your being appointed in the Bank, you would be required to give a satisfactory Letter of Release from your past/present employer, if any. However, before resigning from your present employment, if any, please ensure that all formalities including Medical examination are completed. In this connection, please note that the fees for medical examination will have to be borne by you. The Bank will **not** reimburse any cost of such medical examination/tests undertaken by you.

11. In case you belong to SC/ST/OBC category, please produce a valid caste certificate in original. Please note that certificate should be issued by an officer not below the rank of Executive Magistrate. In addition to the caste certificate, you have to submit a declaration as per the format prescribed by the Government of India. The said format will be provided to you by the Appointing Authority after your reporting to him. In case you belong to EWS category, please produce a valid 'Income and Asset Certificate' issued by a Competent Authority on the format provided by Government of India. In case you belong to PWD category, please submit a certificate issued by a competent authority as per the Govt. of India guidelines.

12. You will have to identify yourself to the satisfaction of the Bank and submit Identification proof as may be required by the Bank. If you fail to report to the SBILD/Place of joining on the stipulated date, you would not be considered for the appointment and no further correspondence will be entertained in this regard.

13. You will be on **probation for a period of six months** with effect from the effective date of joining. Prescribed number of e-lessons are required to be successfully completed by you during the probation period. You will be confirmed in Bank's service after successful completion of probation period and prescribed number of e-lessons.

14. The Bank will be entitled to terminate your service during the period of your probation by giving one month's notice or on payment of a month's pay and allowances in lieu of notice. If you desire to leave the service of the Bank during the probation period, you will have to give 14 days' notice in writing failing which an amount equivalent to 14 days' pay and allowances will have to be deposited by you with the Bank or if you fail to pay the amount as stated above, the Bank reserves the right to recover the amount from your salary & allowances or any other amount payable to you and the Bank is also otherwise entitled to recover the same.

15. Candidates selected under Ex-Servicemen category will have to satisfy the Bank that they are fulfilling all the criteria for considering them as Ex-Servicemen. Only thereafter Appointment Letter will be issued.

16. Detailed instructions will be issued to you after you report to the SBILD/designated place for completion of joining formalities. Please ensure to collect the format you have to fill and the format in which the medical officer/doctor will give his report, along with the letter of introduction.

17. Please note that this is only an offer of appointment and not an appointment letter and, therefore, the same by itself will not entitle you to appointment in the Bank. The appointment letter will be issued to you by the Competent authority after successful qualification in the official language test, completion of other necessary formalities like verification of original certificates/testimonials, satisfactory medical report etc. Your appointment in the Bank will be subject to verification of your antecedents and character from the two references/last employer and satisfactory police verification report within a specified period. Please note that you will not be paid any pre-appointment expenses like medical examination charge, travelling allowance, conveyance, for reporting or for joining at the place of posting after issuance of appointment letter, nor will you be reimbursed with any such expenses after appointment. The said charges have to be borne by you.

18. Please note that in the event of any of the information/declaration/ certificate or document being found false, forged or fabricated or invalid at a later date, this offer of appointment shall be deemed to have been cancelled and in the event of your having joined the service, you will render yourself liable for appropriate action including disciplinary action and/or removal/termination of service and such further action as may be taken under the provisions of the Bharatiya Nyaya Sanhita, 2023 for production of false, forged or fabricated certificates.

19. Your terms & conditions of service in the Bank will be governed as per the provisions contained in Sastry & Desai Awards as amended from time to time by industry or bank level settlements with recognised unions. You will comply with the "Code of Conduct of the Bank while using internet or social media."

20. You will be on probation for a period of six months with effect from the effective date of joining. Prescribed number of e-lessons are required to be successfully completed by you during the probation period, failing which, your probation period may be extended or your services can be terminated. During the period of your probation, your performance will be evaluated. The Bank will be entitled to extend the said period of probation, if your work is not found to be satisfactory. Your confirmation will also be subject to receipt of satisfactory report about your character and antecedents from the police authorities and from the references named by you.

21. You will be entitled to the benefits under 'Defined Contribution Pension Scheme' and will not be entitled to the benefits under any other pension scheme of the Bank upon appointment in the Bank.

22. You will also be entitled to the usual benefits such as Gratuity as per Payment of Gratuity Act, Contributory Provident Fund, Leave Fare Concession, Encashment of leave, Medical Facility etc. as permissible under the Bank's rules from time to time.

23. You will not be entitled to become member of SBI Employees Mutual Welfare Scheme.

24. You shall give an undertaking to the Bank that you will be prepared to serve anywhere in India, at any branch/office of the Bank at any time, should the exigency of service so require and/or wherever required by the Bank. The Bank shall be entitled not to consider your application for transfer, if made, to a place of your choice within Circle/State at least for a period of three years from the date of your appointment. However, please note that there is no provision of Inter Circle Transfer/Inter State Transfer.

25. Please produce this letter to the **Director, SBILD Durgapur, 4/1, Dr. Martin Luther King Road, Bidhannagar, Durgapur, Distt. Paschim Bardhaman – 713212** for his/her scrutiny.

Yours faithfully,

**I accept the offer.**

**ASSTT. GENERAL MANAGER (HR)**

(Signature of the candidate)

**Local Head Office,**

Name:

**Kolkata**

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