



Recruitment of Junior Assistant Manager (JAM) – Grade “O” 2026-27

Important Instructions and List of documents to be brought by the Candidates

Important Instructions:

1. Please carry the call letter to the venue on the day of the document verification and personal interview with a passport size photograph pasted on it (same as the one uploaded in the online application form) on the space provided on the top and duly sign across along with the **print out of the application form which you had submitted online at the time of applying for the captioned post.**
2. You should bring **attested copies as well as original certificates/ testimonials, mandatorily,** in respect of the following:

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| (i) | Print out of the online application form. |
| (ii) | Date of Birth (Birth Certificate/ School Leaving Certificate/ 10th Standard Passing Certificate) |
| (iii) | a) Valid self-domicile certificate pertaining to the state of the applied Zone/ State b) SSC/10th or HSC/12th standard Mark Sheet/ Certificate, evidencing knowledge of the specified/ regional language of the opted Zone/ State (Mandatory) [Refer para 3 of page no. 2 of the notified advertisement] <i>It is further clarified that if a candidate is unable to establish relevant language related proficiency for the applied zone as per the prescribed eligibility criteria, he/she shall not be permitted to appear for the Personal Interview.</i> |
| (iv) | a) High school (Class 10th) and Intermediate and Higher Secondary School (12th) - Mark-sheet and Passing Certificate b) All years/semesters & consolidated Marksheets and Provisional/ Final Degree Certificate for Graduation/ Post-graduation (Mandatory) |
| (v) | Mark-sheets of <u>all semester/ years and consolidated marksheet of graduation</u> as well as <u>Provisional/Final Degree Certificate</u> Note: Some Universities/Institutes/Boards do not award Class or Percentage of marks and instead provide Aggregate Grade Points (such as CGPA/OGPA/CPI, etc.). <ul style="list-style-type: none">• Wherever the concerned University/Institute/Board has prescribed a standard formula for conversion of Grade Points into percentage of marks, the same will be accepted, provided it is mentioned in the mark sheet or Final Degree certificate.• In the absence of such prescribed conversion criteria, the candidate shall be required to produce an appropriate certification from the concerned University/Institute/Board confirming the equivalent percentage of marks. <i>It is further clarified that if a candidate is unable to establish the equivalent percentage of marks as per the prescribed eligibility criteria, he/she shall not be permitted to appear for the Personal Interview.</i> |
| (vi) | Latest Caste/ Tribe/Class certificate must be submitted in Central Government format only. The certificate must <ol style="list-style-type: none">1. have the caste name mentioned in category certificate and should tally letter by letter with Central Government list / notification2. be completely filled (including ordinarily resident clause)3. be stamped (round seal) and signed by issuing authority competent to issue such certificate as per the Central List |

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| | 4. Satisfy all requirements for availing reservation benefits as per Government of India guidelines. |
| (vii) | <p>The following documents related to Experience, (if any) are required as under:</p> <p>→ All Experience Certificate/s (from past and current employer), if available</p> <p>→ All Relieving Letter/s (from past employer/s), if available</p> <p>→ Duly accepted offer letter (in case of current employer)</p> <p>→ Latest 3 months' salary slip</p> <p>If you are already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings, you will have to produce a '<i>No Objection Certificate</i>' from your employer. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. <i>(In case you are currently employed, you are advised not to resign until you receive offer of employment from IDBI Bank.)</i></p> |
| (viii) | Ex-Servicemen must produce Discharge Certificate and Ex-Servicemen (ESM) Identity Card issued by Defence Authorities. |
| (ix) | <p>Photo Identity Proof viz., PAN card/ Aadhar Card (e-Aadhar Card) is compulsory. In case of non availability of the same, Passport/ Permanent Driving License/ Voter's Card with photograph/Bank Passbook with photograph/ Photo Identity proof issued by a Gazetted Officer on official letterhead/ Photo Identity proof issued by a People's Representative on official letterhead/ Valid recent Identity Card issued by a recognized College/University with a photograph/ Employee ID in original), shall be considered at the sole discretion of the Bank.</p> <p>Please Note: Ration card and Learner's Driving License will not be accepted as valid ID proof.</p> |
| (x) | Four copies of Curriculum Vitae (CV) <u>in the format hosted on the Bank's website</u> duly signed with photo affixed on the same and duly signed across. |
| (xi) | Two (2) recent passport size photographs as uploaded in the Online Application. |

3. (a) **Photograph, Biometric and IRIS captured at the time of online examination will be verified. You are advised not to change your appearance till the process is completed.**
- (b) **Biometric and IRIS captured at the time of online examination will be verified. Decision of the Biometric/ IRIS verification with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of Biometric/ IRIS verification on any occasion may lead to cancellation of candidature. Please note the following for IRIS and Biometric capture:**
- **For IRIS Capture:**
 - (a) Candidates should remove Contact Lenses and Spectacles while verification of IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
 - **For Biometric Capture:**
 - (a) If fingers are coated (stamped ink/mehndi/coloured. etc.), ensure to thoroughly wash them so that coating is completely removed before the **DV & PI** day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
4. The candidates are advised to bring attested copies of certificates in support of age, educational qualifications, domicile, experience, category/caste/tribe (if any) and certificate in support of belonging to PWD or claiming any other age relaxation.

5. Please note to bring **Four (4) copies of CV duly signed with** photo affixed on the same and duly signed across. The CV should also contain your brief medical history which should cover any major illness/operations undergone by you in the past. The format of the CV is displayed on the Bank's website www.idbi.bank.in .

Please note that if you fail to produce even one of the above mentioned documents, you will not be allowed to appear for the personal interview.

6. Outstation SC/ST candidates will be reimbursed to and fro second class railway fare (by ordinary trains) for the journey undertaken by them for appearing for the personal interview (tickets to be produced) from their place of residence to place of interview, from the rail link nearest to their place of residence by the shortest route, but no other allowance will be paid by the Bank. In case, they undertake the journey by bus, where bus is also available, they will be paid bus fare (ticket to be produced) provided, it is less than or equal to the admissible train fare. **This concession will not be admissible to SC/ST candidates, who are already in service in Central / State Government Corporations / Public Undertakings/ Local Government/ Institutes and Panchayats.** Eligible claim/s would be remitted after completion of personal interview process.
7. Please note that you are being called for the personal interview on the basis of the information furnished by you in your online application form without verification. Before coming for the personal interview, please ensure that you satisfy all the notified eligibility criteria as per ADVERTISEMENT NO. 07/2025-26 viz. age, qualification, language proficiency, category etc. In terms of the advertisement, the result of graduation degree needs to have been declared on or before March 01, 2026. Please ensure to bring all the semester/year and consolidated mark sheets and provisional / final degree certificate indicating the date of declaration of results for graduation. In case a candidate is unable to furnish the required documents/ unable to prove meeting all the required eligibility criteria, he/ she shall not be allowed to participate in the DV/ PI process. You must ensure that you satisfy the laid down criteria for the applied position in all respects.
8. Please note that the testimonials/documents submitted by you including for Work Experience would be subjected to verification/background screening by the Bank and any discrepancy in the same shall render the candidate disqualified from the selection process.

In case, it is detected at any stage that you do not fulfill the eligibility criteria and/or have furnished incorrect information/testimonials/documents or suppressed any material information, your candidature will be cancelled and, if appointed, your services may be summarily terminated without any compensation thereof.

9. In all matters regarding eligibility (in respect of age, educational qualification, domicile, experience.) number of vacancies, prescribing minimum qualifying standards in personal interview & the assessment thereof and the communication of result, the Bank's decision shall be final & binding on the candidates and no correspondence shall be entertained in this regard.
10. **Any request for change of date of personal interview and / or change in interview center will not be considered.**
11. You will be permitted to reply to the questions in the Personal Interview in Hindi also.
12. You may please note that the call-letter issued to you for personal interview should not be construed as an offer of employment/post. Please note that the final selection would be based on

your performance in the online test, personal interview (if qualified) and being found medically fit as per Bank's Medical Fitness Standard (MFS).

13. The medical fitness shall be as per the Bank's extant MFS and the final decision in an event of any anomaly with respect to the expected fitness shall rest with the Bank's Medical officer at Corporate Centre, Mumbai.
14. If you fail to comply with the above instructions, you will not be permitted to appear for the interview.
