



केन्द्रीय कार्यालय

Central Office

**HUMAN CAPITAL MANAGEMENT DEPARTMENT**  
**Recruitment & Promotion Division, Central Office, Mumbai.**

CO: HCM: R&amp;P: 2024-25:1433

30<sup>th</sup> July, 2024.

Mr. / Ms. SAI RAM ABHIJITH NIDIGANTI

Address:  
 A23 NSC COLONY  
 TRIPURANTHKAM

Roll No. 1161001685

Dist : PRAKASAM  
 State : ANDHRA PRADESH PIN: 523326

Mobile No. 6300436679

Dear Sir/Madam,

Reg: **Offer of Appointment in our Bank as Probationary Officer in Junior Management Grade Scale-I (Mainstream).**

1. We are pleased to offer you an appointment in Officer Cadre in the Bank's Junior Management Grade Scale I – (Mainstream) as Probationary Officer based on the results of Written Test & Personal Interview conducted through IBPS & subsequent document verification from **24.06.2024 to 28.06.2024**, subject to your clearing the Pre-Recruitment Medical Examination/Biometric/Iris Verification.
2. You are advised to report at **Centre for Learning & Development (CLD), Hyderabad** on **12.08.2024 at 9:30 AM** for Induction Training at the below mentioned address. Failure to report on the stipulated date will be treated as refusal to accept the appointment and Bank's offer for your appointment would stand annulled.

(Note – You are advised to come fully prepared since subsequent on the job posting will be given immediately upon completion of induction training).

**Centre for Learning & Development (CLD) Address: - CLD, Central Bank of India, Zonal Office, Bank Street, Koti, Hyderabad -500095**

**Nodal officer: - Mr. R. Chandrashekhar**

**Contact no. 9039533095**

**email: - zstchyzdezo@centralbank.co.in**

चंदर मुखी, नरीमन पॉइंट, मुंबई - 400 021 • Chander Mukhi, Nariman Point, Mumbai - 400 021

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3. Your appointment in the bank shall be subject to your producing the following Certificates / documents for verification/record at the time of joining the Bank.

- a. Appointment letter – 1 copy.
- b. Duly filled Subscriber Registration form (CS-S1) for generating Permanent Retirement Account Number (PRAN), under Defined Contributory Pension Scheme (DCPS).
- c. Employee Undertaking cum Declaration – New Hires (TO BE NOTARISED AND SUBMITTED AT THE TIME OF REPORTING).
- d. Employee Undertaking cum Declaration – New Hires (TO BE SUBMITTED AT THE TIME OF REPORTING).
- e. Medical fitness certificate (Signed by Chief Medical Officer/Civil Surgeon).
- f. Declaration to be submitted by candidate (Signed by Candidate and countersigned by Chief Medical Officer/Civil Surgeon) & **also advise to bring the all original documents/other documents as provisionally communicated notification dated 12.06.2024.**
- g. Police verification report- verified from local police station & district police headquarter as per address given by you in Antecedent form.
- h. Your candidature can be cancelled if it is found that the documentary evidence of qualification as well as Caste Certificate/ Caste Validity/ Physical disability at any time of verification is found to be not genuine or not falling under the eligibility criteria as prescribed in the Notification of CRP PO/MT XIII 2024-25. The decision of the Bank in this regard shall be final.

[FORMATS for SR. NO. c, d, e and f ARE AVAILABLE ON BANK'S WEBSITE ([www.centralbankofindia.co.in](http://www.centralbankofindia.co.in))-UNDER CAREER FOLDER. YOU ARE ADVISED TO DOWNLOAD THE SAME AND PERSONALLY HAND OVER THE DULY FILLED FORMS TO THE BANK OFFICIALS AT THE TIME OF REPORTING]

4. Your appointment shall be governed by the following terms and conditions:

- i) Your initial Basic Pay shall be Rs.48480/- per month in the Scale of pay - 48480/-2000/7-62480-2340/2-67160-2680/7-85920 with applicable Dearness Allowances. All other allowances and perquisites wherever admissible will be paid in terms of Central Bank of India (Officer's) Service Regulations, 1979 as amended from time to time.
- ii) You will be governed by the Central Bank of India (Officers') Service Regulations, 1979, Central Bank of India Officer Employees' (Conduct) Regulations 1976, and also Central Bank of India Officer Employees' (Discipline and Appeal) Regulations 1976 as amended from time to time.
- iii) You will be governed by insider trading policy of Bank as defined in the Banks Code of conduct for prohibition of insider trading.
- iv) You will be governed by Banks policy on Code of Ethics, Business conduct and conflict of interest.

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- v) You will be covered by a Defined Contributory Pension Scheme, as introduced in the Bank w.e.f. 01.04.2010. The Scheme will be governed by the provisions of the Contributory Pension Scheme as introduced for employees of Central Government w.e.f. 1<sup>st</sup> January, 2004 and amended from time to time. All other terms/Conditions/ Rules/Regulations of Service laid down by the bank from time to time for its officers, will also be applicable.
- vi) You will be on probation for a period of 2 years from the date of your joining the Bank. Your appointment is provisional and shall be subject to receiving:-
- a) Clear verification certificate from the Police authorities.
  - b) Satisfactory reports from your personal references.
  - c) Discharge certificate from your previous employers, if applicable.

In the event of any adverse report being received from the Police authorities or any other authority, your services shall be liable to be terminated without assigning any reason. Further, please note that your confirmation in service after probation will be subject to confirmation by the competent authority depending upon your performance during the probation period.

- vii) Your confirmation in the Bank will be subject to your making satisfactory progress during the training and during probation period. You have to undergo training programme of 104 weeks from your date of reporting i.e. **12.08.2024**. This training includes your class-room training and on job training by moving to various branches of our Bank across the country. During training period a continuous assessment will be carried out on various parameters where the passing marks will be 50% for General Category and 40% for the specified reserved categories (SC/ST/OBC/PWD). In addition, a final assessment test shall be conducted in the last quarter of the 2<sup>nd</sup> year of service in Bank. The passing marks in the final assessment test shall be 50% for General category and 40% for specified categories (SC/ST/OBC/PWD).

**Process of confirmation of Probationary Officer:**

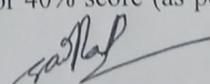
It is mandatory for POs to score minimum passing marks (50% for General Category and 40% for the specified categories-SC/ST/OBC/PWD) separately in the continuous and final assessment as well as in aggregate of both assessment for confirmation in the service of the Bank.

In case any PO is unable to score 50% or 40% as applicable for the specified category, separately as well as aggregate score in both assessment, the probation period shall be extended by a further period, not exceeding one year, as per the extant OSR guidelines.

**1<sup>st</sup> Extension:** 1<sup>st</sup> extension period shall be of 6 months and an assessment test shall be conducted for these officers before the end of this 6 month period. The concerned officers shall have to score minimum 50% or 40% score (as per the applicable category) in the assessment test for confirmation of services at the end of total period of 2 and half years of service. Those who qualify /pass in the test, their service in the bank will be confirmed. In case of officers who are not able to clear the assessment test for confirmation, the probation shall be extended for further period of six months.

**2<sup>nd</sup> Extension:** 2<sup>nd</sup> extension period shall be of further 6 months and another assessment test shall be conducted for these officers before the end of this 6 month period. The concerned officers shall have to score minimum 50% or 40% score (as per the applicable

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category) in the assessment test for confirmation of services at the end of total period of 3 years of service. Those who qualify/ pass in the test, their service in the Bank will be confirmed. In case of officers who are not able to clear the final assessment test (Third attempt) for confirmation, the services of these officers shall be liable to be terminated from Bank's services by giving one month notice or payment of one month's emoluments in lieu thereof.

**Assessments Test in the extended period of probation shall be independent test and the scores of previous tests shall not be considered**

Placement instruction will be issued on successful completion of training.

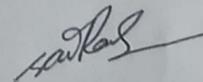
- viii) Your services are liable to be terminated with appropriate notice, if it is revealed at any time after your appointment that the information/particulars furnished by you to the Bank in the application for securing appointment or in connection therewith are materially incorrect or false or any information/particulars called for by the Bank or otherwise has been suppressed by you.
  - ix) You will not be entitled to claim travelling/transportation or any other expenses incurred for joining the Bank at the aforesaid advised place of reporting.
  - x) The effective date of your appointment in the Bank in Officer Cadre as Probationary Officer in Junior Management Grade Scale-I (Mainstream) will be the date of your reporting at the advised place as stated above i.e. **12.08.2024**, subject to your submission in writing that you are reporting/joining the Bank after successful verification of biometric verification/iris verification along with submission of Medical Fitness Certificate.
  - xi) You will be initially posted to a particular region for further placement thereat. Your services are liable to be transferred to anywhere in the country as per the transfer norms as prevalent from time to time and administrative exigencies of the bank.
  - xii) If you resign from the service during probation period, you will be liable to pay the amount incurred by bank in terms of TA/DA along with training and lodging / boarding expenses etc. apart from what is stated in Regulations of OSR.
  - xiii) All other terms and conditions of service laid down by the Bank from time to time for its officers shall apply.
- 5) Please note that this Appointment is Provisional and subject to biometric/iris verification along with submission of medical certificate/outcome of court cases filed, if any.
- 6) Please acknowledge the receipt of this appointment letter and confirm your acceptance of the Offer of Appointment by returning to us the duly signed photocopy of this appointment letter at the time of reporting in the Bank.

We wish you a promising future and a rewarding career in our Bank.

Yours faithfully,



(B. B. MUTREJA)  
GENERAL MANAGER - HCM





केन्द्रीय बैंक ऑफ इंडिया  
सेंट्रल बैंक ऑफ इंडिया  
Central Bank of India

आंचलिक कार्यालय - हैदराबाद  
ZONAL OFFICE - HYDERABAD



नाम : साई राम अभिजित निडिगन्ति  
Name : SAI RAM ABHJITH NIDIGANTI  
पदनाम : परिवक्षाधीन अधिकारी  
Designation : Probationary Officer  
भ.नि. सं. / PE N

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