

DEPT: PERSONNEL

PER: HRD: 937 :2018-19

DATE: 31.12.2018

Mr/ Ms. RESHMA REMESAN  
C/O. Mr. REMESAN T K  
THARAYIL HOUSE  
PESHKAR ROAD, IRINJALAKUDA P.O.  
THRISSUR  
KERALA-680121



Dear Sir/ Madam,

**SUB: APPOINTMENT IN THE BANK AS PROBATIONARY CLERK**

In continuation to our letter PER: HRD: TRG: 50 :2018-19 dt. 19.12.2018, 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: OTTAPALAM (61)  
DO.NO.9/104(1), KIZHADAYIL COMPLEX  
MAIN ROAD  
OPP. LAKSHMI THEATRE, OTTAPALAM P.O., PALAKKAD  
KERALA-679101  
0466-2244328, 2244928**

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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The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala

Head Office: S.I.B. House, T.B. Road, P.B. No: 28, Thrissur - 680 001, Kerala. (Tel) 0487-2420 020, (Fax) 91 487-244 2021.  
Mail: sibcorporate@sib.co.in, CIN: L65191KL1929PLC001017, Toll free (India) 1800-102-9408, 1800-425-1809 (BSNL)

[www.southindianbank.com](http://www.southindianbank.com)

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4. Please be informed that your appointment in the Bank will be provisional. It is subject to your passing with the prescribed qualification/criteria (mentioned below) and submission of original certificates and mark lists issued by the university on or before **30.04.2019** failing which your appointment will stand cancelled without any prior notice. Also be informed that in case it is later found that you are not possessing the below mentioned qualification/criteria at the time of applying for the post, you will be terminated from the service without prior notice.

**Prescribed qualification/criteria:**

- SSLC/Matriculation : 60% and above
- Plus Two : 60% and above
- Graduates : Pass in 1<sup>st</sup> chance in each year/semester with 60% marks and above.
- Post Graduates : Should have passed their graduation with an aggregate of 60% and above and pass in 1<sup>st</sup> 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)

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 scrutinized by the Bank's doctor at Bank's discretion and your appointment in the Bank is provisional 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.

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.

**Further, 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.**

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Apart from the above, please note that 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.

Please note that if you happen to leave the services of the Bank for whatever reasons, the relieving letter will be issued to you only after receiving the entire dues from you including the bond amount and notice period salary if any.

5. 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.

Basic Pay : Rs.13075/-

Special Pay  
(Computer Operator – B) : Rs. 820/-

DA (\*quarterly varying) : 60.70 % of (Basic Pay + Special Pay) during December 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/-

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 + DA) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

You are advised to apply for NPS through the Bank’s HRMSS (Human Resource Management Software Solution) immediately after joining and forward the application to NPS Cell, Retail Banking Dept. for obtaining your unique PRAN number.

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

You may return the duplicate copy of this letter duly signed, in token of having accepted the terms and conditions of appointment.

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

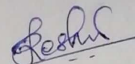
With Best Wishes,

Yours faithfully,



**(BABOO ANTO)**  
ASSISTANT GENERAL MANAGER

I hereby accept the terms and conditions of appointment.

Signature :   
Place : THRISSUR  
Date : 31/12/2018

CC: 1. Br/Office: OTTAPALAM  
2. RO: PALAKKAD  
3. Personal File.