

HRD: TAT: TRG: 711: 2021-22

DATE: 07.08.2021

MS. ALEENA SABU  
CHENGINIMATTOM HOUSE,  
POLICE STATION ROAD,  
CHALAKUDY  
KERALA – 680307

Dear Ms. Aleena Sabu,

**Offer for Appointment in the Bank as Probationary Clerk**

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on or before 16.08.2021**:

THE SOUTH INDIAN BANK LTD.  
BRANCH: PERUMATTY (0738)  
WARD NO.14, TKD BUILDINGS, NANNIYODE JN,  
NANNIYODE P.O., PALAKKAD, KERALA-678534  
Ph: 04923-232100

Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service at its sole discretion.

**Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course in first chance.**

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID [careers@sib.co.in](mailto:careers@sib.co.in) on or before **08.08.2021**

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

Yours sincerely,



(Anto George T.)  
Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions

**REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS**

**Pay Scale (as per IBA)**

17900 - 1000/3 – 20900 - 1230/3 – 24590 - 1490/4 – 30550 - 1730/7 – 42660 - 3270/1 – 45930 - 1990/1 – 47920

**Monthly Salary (as per IBA)**

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	25.69% of Basic Pay, Special Allowance and Travel Allowance
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

**Monthly Allowance**

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1400/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

**Half - Yearly Allowance**

Closing Allowance	:	Rs.550/-
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**Yearly Allowance**

Medical Aid	:	Rs.2,355/-
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**Other Benefits**

- On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.
- Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- You will also 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 + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.

**Other Terms and Conditions**

- a) Your appointment is subjected to possessing the stipulated qualification/criteria for the selection process as cited below:
- **Under Graduates**
    - ✓ Age not more than 22 years as on 30.04.2021 (i.e. born on or after 01.05.1999)
    - ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
    - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Graduation with minimum 60% marks
    - ✓ Should pass the remaining semester/year with minimum 60% marks.
  - **Post Graduates**
    - ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
    - ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
    - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
    - ✓ Should pass the remaining semester/year with minimum 60% marks.
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 30.09.2021** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/ criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.
- d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹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.
- e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.
- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.
- g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.

- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
  - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) 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 scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is 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 analysing 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.

I hereby accept the terms and conditions of offer for appointment

Signature :

Place :

Date :