

REGISTERED POST

Letter No. : HR/REC/26/02  
Date : 06.04.2023

**LETTER OF APPOINTMENT**

**Ms. ASWATHI G AUGUSTINE**  
D/O SHRI GLOYI AUGUSTINE  
EDAKKARA HOUSE  
PIPE LINE ROAD, MALAPARAMBA PO  
KOZHIKODE, KERALA - 673009  
MOB : 8921959171

Madam,

**RECRUITMENT**

In continuation of offer of appointment letter no.HR/REC/2560/384 dated 23.03.2023 issued by the Assistant General Manager (HR), State Bank of India, Local Head Office, Thiruvananthapuram, we are pleased to inform you that you have been appointed as a "Junior Associate (CS &S)" in clerical cadre in the Bank in the pay scale of Rs.17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920, as permissible under Bank's rules, on the terms and conditions mentioned below. The above pay scale is subject to review in the wage negotiations / Revision. In case of candidates selected as ex-servicemen, the pay-fixation on joining the Bank will be done as per the guidelines issued by Indian Banks' Association and Government of India, Ministry of Finance, Department of Finance Services. The latest instructions in this regard are enclosed.

Please note that:-

- (a) Your service in the Bank will be governed by the provisions contained in Sastry & Desai Awards as amended from time to time by industry or Bank level settlements with recognised unions and provisions contained in Code of Conduct.
- (b) You will be required to perform all the duties and responsibilities, as prescribed by the Bank for "Junior Associate (CS &S)" from time to time.

- (c) 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 will be extended and/or your service can be terminated.
- (d) 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 during the probation period. Your confirmation will also be subject to receipt of satisfactory report about your character and antecedents from the police authorities and from the referees named by you.
- (e) Even after your confirmation in the Bank, if any adverse report is received from the police Authority and/or from the Referees named by you about your character and antecedents, your service in the Bank will be liable to be terminated.
- (f) The Bank will be entitled to terminate your service during 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 probation period, you will have to give 14 days' notice in writing or pay an amount equivalent to 14 days' pay and allowances 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 otherwise also entitled to recover the same.
- (g) On confirmation you will be entitled to draw salary and allowances as applicable to Junior Associates (CS & S) pursuant to the provisions of the Sastry/Desai Awards as amended from time to time as per the Bipartite Settlements, and/or as prescribed by the Bank.
- (h) You will be entitled to the usual leave on pro-rata basis as per the provisions of the Sastry/Desai Awards as amended from time to time. Please note that absence from duty in excess thereof during the period of probation will result in probation being correspondingly extended by the period of such absence automatically. In case the absence is for a longer period, then the Bank may terminate your services, without any prior notice.
- (i) In the event of change in your religion, it will be necessary for you to inform the Bank as soon as the same takes place for record.
- (j) The appointment is subject to the final outcome of any Writ Petition / other cases pending in the High Court / other Courts in this regard.
- (k) The appointment is provisional and is subject to the caste/tribe/income and asset/PWD certificate(s) being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe or OBC or EWS or PWD, as the case may be, and not belonging to creamy layer is false, the services will be terminated forthwith without assigning any further reasons



and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

- (l) Should you be considered by the Bank at the end of the probationary period as suitable for the position and you have to the satisfaction of the Bank, complied with all the terms and conditions stipulated in this letter, and if the reports of the concerned References/Police/District Authorities regarding your character and antecedents are found satisfactory, your appointment may then be confirmed by the Bank. Otherwise it will be terminated without assigning any reasons whatsoever. On confirmation you will be entitled to draw salary and allowances as applicable to you and subject to the provisions of various Awards as amended by Bipartite Agreements between the Bank and the Employee's Union/Federation from time to time.
- (m) 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.
- (n) You will be entitled to the benefits under 'Defined Contribution Pension Scheme'. However you will not be entitled to the benefits under any other pension scheme of the Bank.
- (o) You will not be entitled to become member of SBI Employees Mutual Welfare Scheme.
- (p) 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. Please note that there is no provision of Inter Circle Transfer/Inter State Transfer.
- (q) You shall be bound by the provisions of the various Awards as well as the Bipartite Agreements entered into by the Bank and the Employees' Union/Federation as also to any modifications thereto from time to time.
- (r) Your duties in the Bank will be as may be communicated to you from time to time by way of circulars/e-circulars. You will also be required to work on computers and key in all the vouchers in the system and put through all transactions, feed/analyse/compile, type the data etc. in the computer without any special compensation/allowance.
- (s) You will comply with the "Code of Conduct of the Bank while using internet or social media."
- (t) The Bank reserves the right to change your designation at any time and may require you to perform any other/additional duties as may be required by the Bank
- (u) You will have to sign a declaration of fidelity and secrecy, letters of undertaking etc. as prescribed by the Bank.

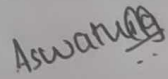


- (v) If you have served elsewhere, please arrange to furnish a discharge/clearance certificate from the previous employer before joining the service of the Bank.
- (w) Please note that in the event of any of the information, declarations, certificates/ testimonials being found incorrect/false/fake/invalid/forged or you have concealed or suppressed any material facts, this appointment shall be deemed invalid ab initio and you will render yourself liable for appropriate action including departmental action, removal/dismissal from service.
5. You are hereby required to report to **The Director, State Bank Institute of Learning and Development, Kochi** on **17.04.2023**. Please carry a copy of this appointment letter and your identity proof while reporting there.
6. The date of reporting at the designated place will be the effective date of your appointment in the Bank.
7. Please acknowledge receipt of this letter and return to us the enclosed duplicate of this letter duly signed by you in token of your having accepted the appointment as "Junior Associate (CS &S)" in Clerical Cadre on the terms and conditions stated above.

Yours faithfully,

  
Assistant General Manager (HR)

I accept the above terms & conditions

  
(Signature of the candidate)

Name: *Aswathi G. Augustine*

*17-04-2023*