



Karnataka Bank Ltd.



F. No. 1304 (H.O.)

Your Family Bank, Across India

Regd. & Head Office  
P. B. No. 599, Mahaveera Circle  
Kankanady  
Mangaluru - 575 002

Phone : 0824 - 2228222  
Email : hrlr@ktkbank.com  
Website : www.karnatakabank.com  
CIN : L85110KA1924PLC001128

**HR & IR DEPARTMENT**  
**(ISO:9001:2015 Certified)**

Ref : HO/HR&IR/OFF-REC/382/ 33 /2024-25

April 04, 2024

**Ms Sruthi V**  
**D/o Venu R**  
**Sreedeeepam**  
**Edanadu P.O**  
**Karamcode**  
**Kollam**  
**Kerala**  
**PINCODE – 691579**

Madam,

**Sub : Appointment offer.**

**Ref : Interview held on 06-12-2023 at Mangaluru**

++++

In continuation of our above referred letter, we are pleased to inform that you are appointed as **Officer (Probationary) - Scale I**, on the following terms and conditions:-

1. Your Basic Pay is fixed at ₹ 48480/- per month in the Pay Scale of ₹48480-2000/7-62480-2340/2-67160-2680/7-85920. In addition, you will draw Dearness Allowance, House Rent Allowance and other Allowances as applicable to the Scale-I Officers of the Bank. Further, you are also eligible for reimbursement of Conveyance Expenses, Canteen Subsidy, Newspaper Expenses and benefits such as Leave Fare Concession, Medical Aid, Bank Quarters / Rent Reimbursement in lieu of HRA, etc., as applicable to Scale-I Officers of the Bank.
2. You will be on probation for a period of one year from the date of joining the Branch/ Office as a Probationary Officer. You will be confirmed in the services of the Bank on completion of your probation provided your performance during the period of probation is found to be satisfactory. Unless confirmed in writing, you will be deemed to be on probation even after the expiry of the probation period. In case you avail any leave on loss of pay or you remain otherwise absent during the period of probation, your probationary period will stand extended automatically for the duration of such leave/absence.
3. You shall execute an undertaking as per the specimen enclosed to this appointment while joining the service of the Bank.
4. During the period of probation, your services may be terminated without assigning any reason by giving notice of one month or one month's salary in lieu of notice thereof.
5. During the period of probation, in case you would like to resign from the post of Officer, you are required to give one month's notice in writing or one month's gross salary in lieu of notice period. However, accepting the notice pay in lieu of notice is the prerogative of the Bank.
6. Under Article No. 76 of Chapter XIV of the Memorandum and Articles of Association of the Bank, you should observe strict secrecy respecting all transactions of the Bank with its customers and the state of accounts with individuals and in matters relating thereto and you should not reveal any of the matters which may come to your knowledge in the discharge of the duties except when required so to do by the Board or by any meeting of the Bank or by a Court of Law.
7. You will be eligible for the Defined Contributory Retirement Benefit Scheme which is the one as governed by the provisions of New Pension System introduced for employees of Central Government w. e. f. 01-01-2004 and as modified from time to time. The scheme will be regulated and administered by the Pension Fund Regulatory and Development Authority (PFRDA) and there will be no separate Provident Fund. The deduction towards Defined Contributory Retirement Benefit Scheme (DCRBS) will commence from the salary of the month following in which you join the services of the Bank. The deduction will be at the rate of 10% of your Basic pay + DA and applicable contribution will be made by the Bank.
8. You will be governed by the Karnataka Bank Officers' Service Rules, 1980, and amendments thereof from time to time.

.....2

9. You shall work towards earning the trust of the society by dealing with customers in a fair manner and conducting business operations consistent with rules and regulations.
10. You shall maintain absolute integrity, honesty, sincerity and devotion to duties; shall act in a courteous manner in performance of duties; shall act in a professional manner and as a smart Banker; remain committed to protect Bank's interest through legitimate and sustainable business; exhibit 'Bank First' attitude always.
11. It is expected that your conduct shall not be malafide/ill motivated/ grossly negligent/willful disobedience to the Management instructions, in performance of your duties.
12. It is absolutely necessary that you shall not have any personal financial obligation towards the customers, business associates etc. of the Bank. Acceptance of gifts like articles, jewellerys, coins of precious metals, electronic items, clothes, gift cards etc. or any other favour of monetary value from them shall be completely avoided.
13. You shall strictly maintain password secrecy and shall act in concurrence with the information security policy of the Bank.
14. In case, the appointment is found to be secured by means of misrepresentation or any other fraudulent means, your appointment is liable to be terminated without any prior notice.
15. You are liable to be transferred to any of our existing or proposed Branches/Offices according to the administrative requirements of the Bank.
16. Background verification will be conducted by external agency. Link for sharing the documents (From a-h) mentioned in annexure-I will be shared to your registered email id from [bvsalert@voltechgroup.com](mailto:bvsalert@voltechgroup.com). You are instructed to upload the necessary documents immediately and get an acknowledgement for having successfully uploaded the same. This acknowledgment should be forwarded to [recruitment@ktkbank.com](mailto:recruitment@ktkbank.com) and a copy to be submitted at the reporting branch/office/department.
17. Initially, you are posted to our Porur (Chennai) Branch and you are required to report to –

**KARNATAKA BANK - Porur (Chennai) Branch**  
**No.84- Ground Floor- Mount Poonammalle High Road-**  
**Porur- Chennai**  
**Thiruvallur**  
**Tamilnadu**  
**PINCODE – 600116**

**Ph : 044-24827040 (G)- 24827050(BM)- 7418222427 (BM)- 9500004170 (ABM)**

**on or before 02.05.2024.**

18. You are required to sign and return the copy of this letter in acceptance of terms and conditions of this appointment offer to your reporting Branch / Office along with documents mentioned in the annexure.
19. In case you do not report for duty in accordance with para 17 & 18 this offer stands withdrawn and cancelled.

**WE WELCOME YOU TO THE KARNATAKA BANK FAMILY AND WISH YOU A BRIGHT AND PROSPEROUS CAREER IN OUR ORGANISATION**

Yours faithfully,



Raja B S  
**GENERAL MANAGER & CLO**

- Cc to:
1. The Head of the Branch, **Porur (Chennai) Branch**- for information.
  2. The Head of the **Regional Office - Chennai** for information.

## Annexure I

### List of documents to be shared to the external agency for Background verification (a-h) & while reporting to the branch (a-n):

- a) SSLC /10<sup>th</sup> Standard Mark Sheet.
- b) PUC/ Higher Secondary Mark Sheet.
- c) Mark Sheets & Convocation Certificates of Graduation.
- d) Mark Sheets & Convocation Certificates of Post Graduation (if any).
- e) Experience and Relieving Certificate from your present employer (in case you are employed). If not employed, a self-declaration to that effect should be submitted.
- f) PAN Card (If you do not have the PAN Card, apply immediately and furnish acknowledgement for having applied for PAN).
- g) Aadhar Card/ Passport/ Voter ID/ Driving License.
- h) Police Verification Certificate (Preferably through online Mode)
- i) Nativity/Domicile Certificate issued by Revenue Official.
- j) Certificate of Medical Fitness issued by a qualified physician (format enclosed).
- k) Caste certificate of recent origin in the Central Govt. prescribed format in case of SC/ST candidates.
- l) Mark Sheets and Certificate for Computer Qualification and other Post Graduation / Diploma courses (if any).
- m) COVID-19 Vaccination Certificates.
- n) Undertaking format as mentioned in No. 3 which is to be executed on e-stamp or stamp paper of ₹ 200/- (pro-forma enclosed).