

Annexure-I**Instruction to Candidates Called for Document Verification**

The following documents in **original and self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of document verification. **Non submission of requisite documents by the candidate at the time of document verification will debar his candidature.**

- 1) Print out of Intimation letter received on e-mail for attending Document & Language Proficiency Test.
- 2) Print out of the screenshot in NATS portal of the candidate evidencing that the candidate has applied for UCO Bank Apprenticeship programme.
- 3) **Proof of Date of Birth** (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB).
- 4) **Photo Identify Proof:** PAN Card/ Passport/ Permanent Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer or People's Representative on official letterhead / Identity Card issued by a recognised college or university/ Aadhaar/ E-Aadhaar card with a photograph/ Employee ID/Bar Council Identity card with photograph.
- 5) **Three passport size photographs** as uploaded on NATS portal.
- 6) **Mark-sheets & certificates** for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before **21.10.2025** has to be submitted.
- 7) **Caste Certificate** issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
- 8) **Income and Asset Certificate** valid for **FY 2025-26**; issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- 9) **Disability certificate** in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category.
- 10) Any other relevant documents in support of eligibility

Other Instructions:

- **No documents shall be directly sent to Bank by candidates.**
- **OBC Certificate:** Must contain Non-Creamy layer clause and should be issued on or after **01.04.2025**. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation.
- The mere fact that the provisional allotment letter has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the Bank. The Banks would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/ documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of the Bank notifications, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after engagement as apprentice in the Bank, his/her contract is liable to be summarily terminated.
- Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

- Any request for change of address, details mentioned in the online application form will not be entertained.
- Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- The photograph of the candidate will be verified with the photo uploaded on NATS portal. Decision of the verification authority shall be final and binding upon the candidate.
- Please note that a language proficiency test will be conducted during the document verification process to ascertain the Proficiency in the Official Language of the state/UT (reading/ writing and speaking) for candidate has applied for. Candidates who produce 10th or 12th standard mark sheet/ certificate evidencing having studied the local language of the state selected for will not be required to undergo the language test. Please note that if any candidate does not possess proficiency in the Official Language of the state/UT (reading/ writing and speaking) for he/she has applied for, his/her provisional selection may be cancelled. Decision of the Bank shall be final and binding upon the candidates.
- Please note that provisional selection of candidate is subject to matching of photo, and fulfilment of eligibility criteria stipulated for the post. If identity of candidate is in doubt the candidate may not be allowed to submit the documents.