



**BCC: HRM: 109: B-55: 8432**

**13.09.2017**

Name: SUBARNA SINHA  
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Dear Candidate,

**Re.: Your admission to Baroda Manipal School of Banking 2017-18 (21<sup>st</sup> batch).**

1. We refer to your application for admission to Baroda Manipal School of Banking 2017-18 and subsequent selection process.
2. We congratulate you on your being found successful for admission to the 21<sup>st</sup> batch of BMSB. The course consists of -9- months on campus program, on successful completion of which the candidate would be awarded a **Post Graduate Certificate in Banking & Finance** and will be offered appointment in the Bank as a **Probationary (Trainee) Officer in Junior Management Grade / Scale-I**.
3. However, immediately after joining the Bank, a -3- (three) months' Work Integrated Learning (WIL) in the form of On the Job Training will have to be carried out by the candidate at a Bank of Baroda branch, the successful completion of which will lead to the award of a **Post-Graduate Diploma in Banking & Finance by Manipal university**, as per the criteria and terms of selection specified in the Bank's website / advertisement notification.
4. Your admission will be subject to,
  - a) Your fulfilling the prescribed eligibility criteria i.e. **prescribed age and basic educational qualification, as on 01.04.2017 and 01.05.2017**, respectively.
  - b) Your being found medically fit and
  - c) **Submission of following documents / certificates in original along with -3- sets of photocopies duly attested (if you are producing original certificates, photocopies may be self-attested):-**
    - (i) Govt. issued Photo-identity proof viz. passport / driving license / PAN Card, etc.
    - (ii) Certificates in support of education qualification from SSLC / Matric onwards viz. Class 10<sup>th</sup> mark-sheet, Class 10<sup>th</sup> pass certificate, School leaving certificate (or Certificate containing Date of Birth), 12<sup>th</sup> mark-sheet, 12<sup>th</sup> pass certificate, Graduation degree / provisional certificate, **mark-sheets for all the graduation years** and final consolidated mark-sheet (if any).
    - (iii) Caste / Community certificate issued by the Competent Authority in the format prescribed by the Government of India, in case you belong to SC / ST / OBC category.
    - (iv) Candidates belonging to OBC category should submit the latest OBC certificate specifically mentioning the 'creamy layer' clause. **The certificate should not be more than one year old as on the last date of online application (i.e. 01.05.2017).**
    - (v) Medical certificate from the Medical Board at the District level in case you belong to "Persons with Disability" category.
    - (vi) Experience certificate, if any.
    - (vii) Relieving order from your present employer, if employed.
    - (viii) Satisfactory report (Character certificate) from -2- referees (other than relatives).
    - (ix) Passport size photographs (3 photographs to be submitted when reporting to the BOB Regional Office, 8 photographs to be submitted while reporting to the BMSB campus). Another 3-4 photographs will be required to be submitted to the BOB branch, if availing educational loan.
    - (x) Copy of this admission letter with your acceptance thereon.



- (xi) Details and documents for the course fee payment made.
- (xii) Copy of PAN Card or copy of challan receipt/ online generated receipt issued by the concerned authority of having applied for issuance of PAN Card.
- d) The above referred certificates / documents submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or in-complete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of fact.
5. **Academic requirements:** The one year Post Graduate Diploma course at Baroda Manipal School of Banking is divided into -2- distinct phases viz. a -9- month program on the Campus of Baroda Manipal School of Banking, Bengaluru, on successful completion of which the candidate would be awarded a Post Graduate Certificate in Banking & Finance and will be offered appointment in the Bank as a **Probationary (Trainee) Officer in Junior Management Grade / Scale-I**.
- However, immediately after joining the Bank, a -3- (three) months Work Integrated Learning (WIL) in the form of On the Job Training will have to be carried out by the candidate at a Bank of Baroda branch, the successful completion of which will lead to the award of a Post-Graduate Diploma in Banking & Finance by Manipal university. The -9- months on-campus program is further broken down into -3- terms of -3- months each. There is no provision for any leave / vacation during course. We are separately mailing to you, a student handbook detailing the course curriculum and the academic requirements of the -9- months of on-campus program.
6. **Medical Examination:** As mentioned above, your admission to BMSB is subject to your being found medically fit and accordingly you are required to undergo a medical examination. **You will be required to report to the specified Regional Office of Bank of Baroda as given below from 18.09.2017 to 29.09.2017 (excluding Bank Holidays if any)** with a copy of this admission letter and all documents as mentioned in Para 4 above. The Regional Office will arrange for re-verifying your eligibility on the basis of the original documents produced by you and for conduct of a medical examination. Please note that the expenses for the medical examination will be borne by you.
- The Regional Manager, Bank of Baroda, Regional Office Chennai, 2nd Floor, 10, C P  
Ramaswamy Rd, Alwarpet, Chennai - 600018**
7. The originals and one set of photocopy of Certificates/documents duly verified by the Regional Office shall be returned to you after the verification, which you will bring with you while reporting at the Campus of Baroda Manipal School of Banking on the specified reporting date. **Kindly note that the original documents in respect of Date of Birth, Class X, XII, Graduation & Caste Certificate (if Applicable) and one set of your academic certificates duly verified by RO will have to be submitted by you to the concerned Officer at the Campus. Kindly keep sufficient photocopies of original documents/certificates for your future requirement before submitting the same to the Bank.**
8. Upon completion of your eligibility verification, medical examination and clearance from the respective Regional Office mentioned above about your fitness for admission to the course, you will have to complete the fee payment processes, as outlined below.
- Course Fees:** The course fees payable for the one year Full-time Post Graduate Diploma Course is Rs. 3,45,000/- + applicable Taxes, which will be payable in three equal installments of Rs. 1,15,000/- each + applicable Taxes, at the beginning of each semester to MANIPAL GLOBAL EDUCATION SERVICES PVT LTD, on commencement of the same.
- The fee amount may be paid at any Bank operating in CBS platform, to the credit of Account No.- 28740200000322 (of MANIPAL GLOBAL EDUCATION SERVICES PVT LTD, IFSC Code: BARB0BANGBS) at Bank of Baroda, INDIRA NAGAR branch, BENGALURU. **You are requested to inform the branch to mention your Name and Roll No. in the transaction details invariably.** Kindly note that the payment of fees is the sole responsibility of the student and that the BMSB authorities are liable to take any action against the student, as deemed fit, for non-payment of fees within the stipulated*



time and that Bank of Baroda shall not be responsible in any case. **The first term fees of Rs. 1,15,000/- + applicable Taxes is to be paid to the above mentioned account on or before 06.10.2017**

9. The above fee amount is all inclusive, covering course fees, course material, boarding and lodging during the nine months on-campus period but exclusive of any out-of-pocket expenses. Kindly note that no refund of the course fees, once made, will be permissible in any circumstances.
- You are required to pass certain certification examinations like - KYC-ANTI MONEY LAUNDRY & NISM, etc during the course. Please note that you have to bear requisite fees for appearing in KYC-ANTI MONEY LAUNDRY & NISM, etc exams.
10. **Education Loan availability:** For payment of the course fees as outlined above, you may opt for availing an education loan from Bank of Baroda, in which case, you will have to inform the above Regional Office Authorities about the same. The Regional Office Authorities will then refer you to a Bank of Baroda branch which is near to your residence, to enable you to complete the necessary processing formalities for sanction of education loan to you. They will also provide you with a sheet containing the necessary formalities for sanction of the education loan along with the application form and blank documents to be submitted by you / your parent / Guarantors for the loan. The concerned branch will immediately process your application as per your eligibility, and accord sanction for the education loan. The Branch Authorities will guide and facilitate you in filling up the forms and in completing the loan formalities. If you wish to avail loan for purchase of laptop (Please note that Laptop is mandatory in view of digitalization of all the subjects by BMSB), the same should be communicated to the Branch. In this case, you will be eligible for a higher limit of Education loan which will include the course fees as specified above and an additional amount of maximum Rs.35,000/- towards the cost of laptop, or the actual cost of laptop, whichever is less. At the stage of processing of educational loan; should the branch of Bank of Baroda or yourself need any clarification / assistance; respective Regional Office be contacted, over phone.
11. The educational loan will be extended to you at a concessional rate of 8% p.a. and for an extended tenure of 7 years after joining the Bank's service, taking into consideration that you will be a future employee of the Bank on successful completion of the course. However, the concessional terms will stand immediately withdrawn if you leave the services of the Bank after your joining at any time before completion of the full tenure of the loan or even mid-way during the course or if you do not join the Bank after completion of the course. Withdrawal of the concessions will imply your having to repay the entire loan outstanding at that point in time by applying commercial / card rate of interest from the date of availment, besides other penalties / amounts that may be payable in terms of the Bank's guidelines / other clauses mentioned in this letter.
12. ***If you are availing Education Loan, then kindly note that the loan formalities should be completed on or before 06.10.2017. The first installment of the course fees will be disbursed directly by the branch to the credit of the Account No. 2874020000322 of MANIPAL GLOBAL EDUCATION SERVICES PVT LTD with our INDIRANAGAR Branch, BENGALURU. The second and third installments of the course fees (Rs. 1,15,000/- + applicable Taxes) should be credited by the branch at the beginning of each semester as stated in point 8 above.***
13. On completing your fee payment, you are required to report to the campus of Baroda Manipal School of Banking at Bengaluru, the address of which is given in para 15, **on 09.10.2017 positively**. We shall be setting up reception counters at Bengaluru City Railway station, Yashwantpur railway station on **08.10.2017** onwards from 6.00 a.m. to 10.00 p.m. We will be informing you contact nos./helpline no. of the reception counters over email. From there, you would be taken by us to the Campus /respective Hostel. Anyone arriving at Bengaluru prior to the joining date mentioned above i.e. prior to **08.10.2017** will have to make their own stay arrangements at Bengaluru. If your parents / guardians are coming with you to Bengaluru, they would have to make their own arrangements for stay and travel.



14. You are requested to come prepared with adequate clothing, winter wear, formal black shoes, a sports / canvas shoes, slippers, personal effects, apparel, accessories, etc. for staying at the Campus hostel on a residential basis for the entire duration of the course. While the uniform supplied by the Bank shall have to be worn by you during the class hours, you should bring with you adequate clothing for use during other times, holidays, formal occasions, functions, etc. We suggest you also carry some formal attire for use during the initial few days as the uniform items to be supplied by the Bank may take some time to be delivered. Please note that no traveling expenses for medical examination and for joining the course shall be reimbursed by the Bank.
15. **Campus:** Baroda Manipal School of Banking is fully residential with separate blocks for an academic wing as well as for hostels with all necessary amenities provided therein. The exact address of the School is as under:
- BARODA MANIPAL SCHOOL OF BANKING, MANIPAL COUNTY, NO.65, SINGASANDRA, OFF:  
HOSUR ROAD, BEGUR, BENGALURU-560068, KARNATAKA.**
16. **Medical Facilities:** Basic medical support will be available on Campus. A doctor would be available at appointed hours in the campus besides being on call on a 24 by 7 basis. The hostels are located very near to the campus and the school has its own conveyance facilities for transporting students from the campus to the hostels and vice-versa, on a round the clock basis. On your reporting to the BMSB campus, you are advised to avail of a Medclaim Policy- 'Baroda Health', to cover against hospitalization expenses, etc., if required during the period of your Course. This Medclaim Policy shall be made available to you at a very nominal rate.
17. **Uniform:** A specially designed uniform has been prescribed for all the students of Baroda Manipal School of Banking and it is compulsory to be in uniform while in class hours. The uniforms will be provided by the Bank to all students and for this purpose, the specific size / measurements for the same shall be taken at the time of your reporting to the Institute to enable us to procure the uniforms and handover the same to you in due course.
18. **Stipend:** All students of the Baroda Manipal School of Banking will be eligible for receiving a lumpsum amount of stipend from the Bank as per amounts mentioned below:
- During -9- months on Campus period – Rs. 2,500/- per month.
- After reporting to the campus all the students of the Baroda Manipal School of Banking will be compulsorily required to open a Saving Bank account with the designated branch in BENGALURU to which the monthly stipend will be credited. Also, the said saving account should be used as salary account consequent upon your appointment in Bank's services as per the rules and regulations.***
19. **Maintenance of Discipline:** You will have to abide by all the rules and regulations of the Baroda Manipal School of Banking, rules of the hostel and ensure good conduct & discipline as laid down during your tenure with the School. The hostel rules, regulations, guidelines for discipline, etc. of Baroda Manipal School of Banking, which you will have to abide by and adhere to at all times are given in the student handbook. Breach of any of the rules of discipline and conduct as laid down will be dealt with seriously and may even lead to termination from School in case of serious / grave offences.
20. **Successful completion of the course:** Successful completion of the course will have to be in terms of fulfilling all the academic requirements, passing of papers / attainment of credits, etc. as stipulated by the Manipal University and no exemptions, whatsoever, will be permissible in any case. Kindly note that all papers of all the 3 terms need to be necessarily passed within the duration of -9- months only. Candidates not meeting the cut-off criteria will have to spend an additional term at BMSB at their own expense to meet the cut-off marks required to join the Bank. If however, any student is not able to meet the grade in the additional term also, then the offer of appointment in Bank of Baroda shall stand withdrawn automatically.
21. **Placement:** Only on successful completion of the -9- month Post Graduate Certificate Course as mentioned above, which inter-alia will include attaining the respective no. of credits in each semester



and fulfillment of other terms and conditions laid down by Manipal University, you will be eligible for the award of a "Post Graduate Certificate in Banking & Finance" from Manipal University and also for appointment in Bank of Baroda as a Trainee Officer in Junior Management Grade / Scale-I on a starting basic pay of Rs. 23,700/- p.m. and other allowances/ perquisites as per rules. The posting on your placement in Bank of Baroda after successful completion of this course shall be at the sole discretion of the Bank at any place in India.

22. **Reimbursement of Course Fees:** Upon joining the Bank's service; as well as on completion of -05- years active service in Bank; you will be reimbursed the course fee of Rs. 3,45,000/-.
23. **Service Bond and associated penalties for non-fulfillment of Bond terms:** You will have to execute a service bond for serving a minimum of -3- years in the Bank after your successful completion of the course or pay back the full amount of stipend received from the Bank and an amount of Rs. 1/- lakh towards the cost of on-the-job training, besides being immediately liable to liquidate the entire education loan outstanding at that point in time by applying commercial rate of interest from the date of availment. This provision will be applicable even if you leave the course mid-way and the stipends / cost of on-the job training, as paid / incurred by the Bank till such time, will have to be repaid back to the Bank. Termination for any reason whatsoever on disciplinary or other grounds will be treated as a discontinuation from the course with all associated penalties being applicable.
24. **If the above terms and conditions are acceptable to you, acceptance of this offer should be sent to us by E-Mail to [bmsb@bankofbaroda.com](mailto:bmsb@bankofbaroda.com) latest by 16.09.2017** A hard copy of this letter bearing your acceptance thereon has to be submitted by you also to (1) the Regional Authority where you are being asked to report (2) the Branch Head along with your application for Educational Loan, if applying for educational loan and (3) to the admissions coordinator at the Campus when reporting at the Campus for admissions. Any conditional acceptance will be treated as refusal of this admission offer.
25. You are advised to carry this letter (original) duly signed of having accepted the terms and conditions and submit to our officials at the time of reporting for admission. No correspondence in this regard shall be entertained for permitting of additional time for giving your acceptance or for any modifications in the terms and conditions enumerated above.
26. We look forward to welcoming you on Campus of the Baroda Manipal School of Banking and wish you all the best for this exciting, new journey that we believe will open the doors to you for a successful Banking career.
27. We wish you all success for undertaking this course and for your future Banking career.

Yours faithfully,

I hereby, accept the offer of admission to the 21<sup>st</sup> batch of Baroda Manipal School of Banking, as per the terms and conditions, stipulated above.

Name: SUBARNA SINHA

Roll No.: 3609001101

Date:

Place:

(Signature of the candidate)

(Uploaded Signature)