

Subject: Submission of Apprenticeship Details for Background Verification

Dear Team,

I would like to clarify the documents requested as part of the background verification process.

I was engaged in **Apprenticeship Training with Punjab National Bank (PNB)** for a period of **one year, from 04 November 2024 to 03 November 2025**. As this was an apprenticeship and not a full-time employment, **monthly payslips were not issued**. The **stipend was credited partially by the Bank and partially by the Government**, as per the apprenticeship guidelines.

The **relieving letter is currently under process** and will be provided to you on or before the date of joining, as already discussed with the HR team.

For reference and verification purposes, I can attach the **Apprenticeship Joining Letter issued by PNB**. The apprenticeship contract was officially for a duration of one year.

Please let me know if any additional information or documentation is required.

Thank you for your understanding.

Warm regards,
Manish Raj



...the name you can BANK upon!

ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ
ਮਾਨਵ ਸੰਸਾਧਨ ਪ੍ਰਬੰਧਨ ਵਿਭਾਗ, ਮਾਨਵ ਸੰਸਾਧਨ ਪ੍ਰਬੰਧਾਂ
ਪ੍ਰਧਾਨ ਕਾਰਾਲੀਅ, ਸੇਕਟਰ 10, ਦਾਰਕਾ, ਨੈਵੀ ਦਿੱਲੀ - 110075
punjab national bank
Human Resource Management Division,
Human Resources Division, Head Office,
Plot No. 04, Sector 10, Dwarka, New Delhi - 110075
Email : hrd_ir@pnb.co.in



CIRCLE OFFICE, G. M. ROAD, DARBHANGA-846004

HRMD:IR:Apprentice:LT
04th November 2024

To
The Branch Manager
BO: *Khajpur*

REG: ALLOCATION OF APPRENTICE

Consequent upon reporting of Mr./Ms. *Manish Raj* s/d/o Sh. *Arun Kumar* at Circle office Darbhanga for engagement as apprentices in our Bank, it has been decided to provide on the job training to him/her at BO: *Khajpur* under CO: Darbhanga for the period of one year from the date of his reporting as per training schedule.



(Chief Manager/Manager)
Circle Office: Darbhanga

Manish Raj
Signature of Apprentice

Name: **MANISH RAJ**
Roll No. **8406938387**
Father's Name: **ARUN KUMAR**
Address: **Kistan Bhawan Road,
Modhuban, 847211**