

**Advertisement No. : 01/GGB/2011**

**Applications are Invited for Appointment as Officer Middle Management Grade Scale-II (Specialist Cadre), Officer Junior Management Grade Scale-I - Group "A" & Office Assistant (Multipurpose) - Group-" B"**

Gurgaon Gramin Bank invites applications from Indian Citizens, for the posts in Officer Middle Management Grade (Scale-II) (Specialist Cadre), Officer Junior Management Grade (Scale-I) Cadres. The Bank also invites application for the posts in Office Assistant (Multipurpose) from **domicile of Haryana** as follows:

<b>STARTING DATE OF ON LINE REGISTRATION</b>	<b>25-01-2011</b>
<b>LAST DATE OF ON LINE REGISTRATION</b>	<b>24-02-2011</b>
<b>LAST DATE FOR SUBMISSION OF PRINT OUT OF COMPUTER GENERATED APPLICATION (Including Far Flung Areas)</b>	<b>03-03-2011</b>

**DATE OF WRITTEN EXAMINATION**

Post Code	Post	Proposed date of Written Examination
01	OFFICER MMG SCALE-II(Specialist Cadre) – GROUP "A"	<b>08-05-2011</b>
02	OFFICER JMG SCALE-I – GROUP-"A"	<b>08-05-2011</b>
03	OFFICE ASSISTANTS (MULTIPURPOSE) - GROUP-"B"	<b>15-05-2011</b>

**1. DETAILS OF VACANCIES :**

Posts	Post Code	Number of vacancies					Out of which	
		SC	ST	OBC	GEN	TOTAL	PC including VI, HI & OC	EXS
Officer MMG Scale-II	01	03	01	06	13	23	01	--
Officer JMG Scale-I	02	04	04*	09	17	34	02	--
Office Assistants	03	10	--	16*	27	53	02	05

**\*VACANCIES INCLUDES BACKLOG**

**NOTE: -** The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirement of the Bank.

**Abbreviations stand for :**

<b>SC</b>	Scheduled Caste	<b>GEN</b>	General Category	<b>HI</b>	Hearing Impaired
<b>ST</b>	Scheduled Tribe	<b>PC</b>	Physically Challenged	<b>OC</b>	Orthopedically Challenged
<b>OBC</b>	Other Backward Classes	<b>VI</b>	Visually Impaired	<b>EXS</b>	Ex-Serviceman

**NOTE :**

- As the reservation for Physically challenged and Ex-servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/OTHERS) to which they belong.
- The number of vacancies as also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.
- It is clarified that it may not be possible to employ Physically challenged candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
- Details of vacancies in Officer Scale-II (Post code-01) cadre:-

**POST CODE-01 OFFICER SCALE-II**

Sr. No.	Name of post	No of vacancies
01	I T Officer	10
02	Chartered Accountants	02
03	Law Officer	01
04	Treasury Officer	01
05	Marketing Officer	01
06	Agricultural Officer	08
07	Total	23

## 2. PAY SCALE:

Officers in MMG-S-II	` 19,400/- - ` 28,100/-
Officers in JMG-S-I	` 14,500/- - ` 25,700/-
Office Assistant (Multipurpose)	` 7,200/- - ` 19,300/-

NOTE: Other allowances & perquisites will be admissible as per the rules of the Bank.

## 3. ELIGIBILITY CRITERIA:

### (A) Nationality / Citizenship:

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

***A candidate for Post Code 03 - Office Assistant Cadre must be a domicile of Haryana.***

### (B) EDUCATIONAL QUALIFICATION (As on 01.04.2010):

#### POST CODE-01 OFFICER SCALE-II

<b>IT Officer</b> : Degree from a recognised University in electronics/ Communication/ Computer Science/ IT or its equivalent with a minimum of 50% marks in aggregate. <b>Desirable Experience:</b> Certificate in ASP, PHP, C++,Java,VB,VC, OCP etc. <b>Experience</b> : One Year. Preference will be given to those who are having experience in Banking
<b>Chartered Accountants:</b> <b>Experience</b> : One Year
<b>Law Officers</b> : Degree from a recognised University in Law or its equivalent with a minimum of 50% marks in aggregate. <b>Experience:</b> Two years as an advocate or should have worked as Law officer in Banks or Financial Institutions for a period not less than two years.
<b>Treasury Officer:</b> Candidate should be a Chartered Accountant or MBA in Finance from a reputed Institute <b>Experience</b> : One Year
<b>Marketing Officer:</b> MBA in Marketing from any Institute of repute. <b>Experience</b> : One Year
<b>Agriculture Officer:</b> Degree from a recognised University in any discipline in Agriculture, Horticulture, Dairy, Animal Husbandry, Forestry, Veterinary Science, Agricultural Engineering, Pisciculture, or its equivalent with a minimum of 50% marks in aggregate. <b>Experience</b> : Two Years

#### POST CODE -02 OFFICER SCALE-I

- (i) Bachelor degree of a recognised university in any discipline or its equivalent. Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management Law, Economics and Accountancy.
- (ii) Proficiency in local language i.e. Hindi.
- (iii) Computer Knowledge or awareness will be an added qualification.

**POST CODE- 03 OFFICE ASSISTANT**

- (i) Bachelor Degree or its equivalent of a recognised university in any discipline.  
(ii) (a) Essential : Proficiency in local language i.e. Hindi  
(b) Desirable : Knowledge of Computer skills.

**(C) AGE: ( As on 01.04.2010)**

<b>Post Code 01 - Officer Scale- II</b>	Above 21 years but below 32 years
<b>Post Code 02 - Officer Scale- I</b>	Above 18 years but below 28 years.
<b>Post Code 03 - Office Assistant</b>	Above 18 years but below 28 years.

**RELAXATION IN UPPER AGE LIMIT :**

Sl.	Category	Relaxation by years
1	SC/ST	5 years
2	OBC	3 years
3	Physically Challenged- General Category	10 years
4	Physically Challenged- SC/ST Category	15 years
5	Physically Challenged- OBC Category	13 years
6	Ex-service man <u>For Post Code 01 &amp; 02:</u>	In case of Ex-Servicemen and commissioned Officers including ECOs/SSCOs who have rendered at least five years military service and have been released on completion of assignment including those whose assignment is due to be completed within the next one year from the last date of receipt of application other than by way of discharge or dismissal on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid, by 5 years.
	<u>For Post Code 03:</u>	Actual period of service rendered in defence services + 3 years(8 years for disabled ex-serviceman belonging to SC/ST) subject to a maximum age of 50 years
7	<u>Only for Post Code 03</u> Widows, Divorced women & women legally separated from their husbands & who are not remarried	9 years (subject to max. age limit of 37 years for General, 40 years for OBC & 42 years for SC/ST Candidates)
8	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989 (For Post Code 01 & 02).	5 years

**Note:**

- The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- All persons eligible for age relaxation under 3 (C)8 must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during 1<sup>st</sup> January 1980 to 31<sup>st</sup> December 1989.
- Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Caste/Category Certificate.

### **Definition of Ex-serviceman (EXSM) :**

- (i) **Ex-servicemen:** Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Deptt. Of Personnel & Administrative Reforms notification No. 36034/5/85/Estt (SCT) dated 27.10.1986 as amended from time to time.
- (ii) **Disabled Ex-Servicemen (DISXS) :** Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- (iii) **Dependents of Ex-Servicemen killed in action (DXS) :** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war , (b) war like operations or Border Skirmishes either with Pakistan on cease fire line or any other country , (c) fighting against armed hostilities in a counter insurgency environment, viz.Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad, (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation, (f) frost bite during actual operations or during the period specified by the Government, (g) dealing with agitating para military forces personnel, (h) IPKF Personnel killed during the operations in Sri Lanka.

### **Note:**

- (1) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/retired on or before 30.06.2011.
- (2) An Ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment. including a job in the Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
- (3) Ex-servicemen candidates who have already secured employment under the Central Govt. in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/ 'D' under the Central Govt. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. jobs.

### **Definition: Physically Challenged Persons (PC) –Definition of Categories of Disabilities:**

- (a) An Orthopedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/State Govt.) would be eligible for reservation in services/ posts.  
Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.  
Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.
- (b) Deaf & Hearing Impaired (HI): The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (c) Visually Impaired: (VI) The visually impaired persons are those suffering from blindness or low vision.

Blindness- refers to a condition where a person suffers from any of the following conditions:

- (i) total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Smeller) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.

Person with low vision- means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

## Use of Scribe :

Visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply :-

- i) The candidate will have to arrange his/her own scribe at his /her own cost
- ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- iii) The scribe can be from any academic discipline. The scribe should possess 60% or lesser marks.
- iv) Both the candidates as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/she did not fulfill any of the laid down eligibility criteria or suppresses material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

## 4. APPLICATION FEE (FOR POST CODE 01, 02 & 03) INCLUDING POSTAL CHARGES : (NON- REFUNDABLE)

### APPLICATION FEE (FOR POST CODE 01, 02 & 03) (NON-REFUNDABLE) :

For SC/ST/Person with Disability candidates	: ` 50/- for each post
For all others	: ` 400/- for each post

- Fees should be paid invariably between 25-01-2011 and 24-02-2011 only. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.
- Requisite Application Fee/Postage Charges be sent by Demand Draft/ Pay Order favouring “**GURGAON GRAMIN BANK**” payable at **GURGAON (HARYANA)** only along with print out of computer generated application. Candidate's Name, Address, Registration number, Post Applied For and Name of the Centre should be written on the reverse of the Demand Draft/ Pay Order.
- Please note that Cash/Cheques/ Money Orders/Postal Order/Postal Stamps etc. will not be accepted.
- Applications (Online registration) once made will not be allowed to be withdrawn and fees once paid will neither be refunded on any account nor can be held in reserve for any other examination or selection.
- Printout of Applications not accompanied by requisite application fee as indicated above will not be entertained.
- The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of the Bank.

## 5. SELECTION PROCEDURE:

The selection will be made on the basis of performance in written test and interview. All the eligible candidates who apply with the requisite fee and whose applications are received in time and who fulfill the eligibility criteria will be called for a written test, which will be of objective type comprising the following:

**POST CODE-01 - Officer Scale – II**

The selection of the candidates shall be on the basis of written test and interview.

**WRITTEN TEST :**

**Objective Tests:**

**Duration: 2 hrs & 30 minutes**

S.N.	Name of the Test	Medium of Exam	No. of questions	Maximum marks
1	Test of Reasoning	English/Hindi	50	50
2	Quantitative Aptitude & Data Interpretation	English/Hindi	50	50
3	Financial Awareness	English/Hindi	50	50
4a*	General English	English	50	50
4b*	General Hindi	Hindi	50	50
	Total:.....		200	200**

\*Candidates can opt for either 4a or 4b (General English or General Hindi)

\*\*Marks will further be reduced to 70

**POST CODE-02 - Officer Scale - I**

The selection of the candidates shall be on the basis of written test and interview.

**WRITTEN TEST:**

**Objective Tests:**

**Duration: 2 hrs & 30 minutes**

S.N.	Name of the Test	Medium of Exam	No. of questions	Maximum marks
1	Test of Reasoning	English/Hindi	50	50
2	Numerical Ability	English/Hindi	50	50
3	General Knowledge	English/Hindi	50	50
4a*	General English	English	50	50
4b*	General Hindi	Hindi	50	50
	Total:.....		200	200**

\*Candidates can opt for either 4a or 4b (General English or General Hindi)

\*\*Marks will further be reduced to 70

**POST CODE- 03 – Office Assistant (Multipurpose)**

The selection of the candidates shall be on the basis of written test and interview.

**WRITTEN TEST:**

**Objective Tests:**

**Duration: 2 hours 30 minutes.**

S.N.	Name of the Test	Medium of Exam	No. of questions	Maximum marks
1	Test of Reasoning	English/Hindi	50	50
2	Numerical Ability	English/Hindi	50	50
3	General Knowledge	English/Hindi	50	50
4a*	General English	English	50	50
4b*	General Hindi	Hindi	50	50
	Total:.....		200	200**

\*Candidates can opt for either 4a or 4b (General English or General Hindi)

\*\*Marks will further be reduced to 70

**For Post Code 01, 02 & 03**

**Wrong answers given in the objective test will result in negative marks.**

The candidates securing a minimum of 40% marks in the written test shall qualify for interview. In the case of candidates belonging to the Scheduled Caste or the Scheduled Tribes categories, the minimum marks in the written test shall be 35% to qualify for interview.

All those candidates who have secured minimum qualifying marks in written examination, in the order of merit, shall be called for interview upto the ratio of 1:3. Mere eligibility / pass in the test shall NOT vest any right for being called for interview.

The detailed information regarding the written examination will be given in the "Acquaint Yourself Booklet" which will be sent to the candidates along with the call letters for the Written Examination.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the written test and interview.

#### **6. TEST DATE AND CENTRES OF EXAMINATION (FOR POST CODE 01, 02 & 03):**

The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letter for the examination.

**POST CODE 01 Officer Scale-II -Group A : 08-05-2011 (Afternoon SESSION)**

**POST CODE 02 Officer Scale-I -Group A : 08-05-2011 (MORNING SESSION)**

**POST CODE 03 Office Assistant – Group : 15-05-2011 (MORNING SESSION)**

The Bank reserves the right to cancel or alter the date of examination.

#### **NAME OF CENTRES AND CENTRE CODES**

The written test will be scheduled at the following centres and the address of the venue will be informed in the call letter. List of written test centers with the centre codes is given below :

Sl. No.	Name of Centre	Centre Code	Sl. No.	Name of Centre	Centre Code
1.	Gurgaon	11	4.	Faridabad	14
2.	Palwal	12	5.	Narnaul	15
3.	Rewari	13	6.	Sonipat	16

Note: The Bank reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate any of the centers, other than the one he/she has opted for.

#### **NOTE:**

- (i) Request for change of Centre of Examination will NOT be entertained.
- (ii) The Bank reserves the right to cancel any of the Centre /or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate any Centre other than the one he/she has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

#### **7. INTERVIEW :**

Short listed candidates in the order of ranking in the written test as per the cut-off marks determined by the Bank shall be called for interview & the decision of the Bank in this regard shall be final.

Candidates will have to produce a hard copy of the application form (System generated print out of application submitted on line) alongwith the following certificates (photocopy for submission and originals for verification) at the time of interview.-

1. Secondary School certificate/ School leaving certificates for proof of age.
2. Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSLC / HSC / Graduate degree, post graduation degree, professional/research qualification etc.

3. A candidate belonging to SC/ST/OBC/PC category should attach a certified copy of the SC/ST/OBC/PC certificates issued by the Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs, the certificate inter alia must specify that the candidates should not belong to Creamy layer section excluded from the benefits or reservation for other backward class in civil post and services of Government of India. OBC certificate should not be more than one year old as on the date of application.
4. An Ex-serviceman candidate has to enclose a copy of the discharge certificate, retirement/pension order and documentary proof of rank last held.
5. Candidates serving in Government/Public Sector undertakings (including Banks) should produce no objection certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered.
6. **Domicile of Haryana Certificate issued by the Competent Authority for (Office Assistant) Post Code – 03.**

**8. Pre-Examination Training (For Post Code 02 & 03) :**

It is proposed to impart free Pre- Examination Training to a limited number of candidates belong to SC / ST / Minority Community candidates at RBTC situated at Head Office of Gurgaon Gramin Bank at Gurgaon tentatively. The Training Centre may also be changed at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the application format. All expenses regarding traveling, boarding, lodging etc. will be borne by the candidate for attending the Pre-Examination Training Programme at the concerned training Centre.

- 9. APPOINTMENT :** For Post Code- 01, 02 & 03 candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement of the Bank.

**10. HOW TO APPLY**

All eligible candidates should apply on-line through the link provided to our website [www.ggbank.org](http://www.ggbank.org) in the prescribed format from 25-01-2011 to 24-02-2011. Please note that the last date for online registration is 24.02.2011.

- Candidate should have a valid personal e-mail ID. In case, candidate does not have valid e-mail ID, he/ she should create a new e-mail ID. This e-mail ID should be valid for the duration of this recruitment project.
- Candidates should have their Demand Draft, particulars of qualification, experience, if any ready before applying on-line, as the details are required to be entered in the on-line application. Please note that without valid Demand Draft/ Pay Order details, on-line registration of application will be summarily rejected.
- Demand Draft should be purchased on any date between 25-01-2011 and 24-02-2011. Please note that even if the last date for applying online are extended for any reason the dates for payment of fees will remain the same.
- Demand Draft should be for requisite amount and should be **in favour of “Gurgaon Gramin Bank”** payable at **GURGAON (HARYANA)** only.
- Candidate's Name, Address, Registration Number, Post applied for and Name of the Centre should be written on the reverse of the Demand Draft/Pay Order.
- After submission of application on-line, a system generated registration number and password will be allotted to the applicant. Thereafter, the candidate should obtain a system generated print out of the application.
- A recent passport size photograph should be affixed on hard copy of system generated application form at appropriate place and the applicant should sign across it. Then, send by ordinary post, the signed application along with Demand Draft & other necessary educational / casts / domicile & age relaxation etc. certificates/ documents.
- Manual corrections in system generated print out of application will not be entertained and such applications will be rejected. If a candidate wishes to make any correction in the application, he/she is required to register again afresh with correct details and take fresh print out of application.

- There is a provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This Modification facility shall be available after 2 days of registration & up to 26-02-2011 Modification will be allowed only 3 times. After the last date, no modification will be permitted. No modification should be made, after sending the application by post.

System generated print out of the application, complete in all respect, should be sent by ordinary post latest by 03-03-2011 on the following specified post box number only in a cover superscribing "Print out of Application for the post of \_\_\_\_\_ in **Gurgaon Gramin Bank**. Duly filled in applications are to be sent by ordinary post at the address given below :

<b>For Office Assistants</b>	<b>For JMGS-I</b>	<b>For MMGS-II</b>
Post Box No. 9024 Goregaon [East] Mumbai- 400 063	Post Box No. 8242 Dahisar [East] Mumbai- 400 068	Post Box No. 7693 Kandivali [West] Mumbai- 400 067

(a) The System generated print out of the application must be accompanied by a Demand Draft/ Pay Order of value mentioned as above, as the case may be, along with xerox copies of following documents. Unless the hard copy of the system generated printout of the Online Application Form along with all the relevant enclosures is received at the prescribed address mentioned above the Online application will not be considered valid.

- Secondary School certificate/ School leaving certificates for proof of age.
- Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSLC / HSC / Graduate degree, post graduation degree, professional/research qualification etc.
- A candidate belonging SC/ST/OBC/PC category should attach a certified copy of the SC/ST/OBC/PC certificates issued by the Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs, the certificate inter alia must specify that the candidates should not belong to Creamy layer section excluded from the benefits or reservation for other backward class in civil post and services of Government of India, OBC certificate should not be more than one year old as on the date of application.
- Domicile / Native certificate of Haryana State should be enclosed alongwith the application for the post of Office Assistant (Multipurpose).
- An ex serviceman candidate has to enclose a xerox copy of the discharge certificate, retirement/pension order and documentary proof of rank last held.
- Candidates serving in Government/Public Sector undertakings (including Banks) should produce NO OBJECTION CERTIFICATE from their employer, at the time of interview, in the absence of which their candidature will not be considered.

(b) The advertisement notifying the vacancies is also available on Bank's website address [www.ggbank.org](http://www.ggbank.org). Candidates are advised to remain in touch with Bank's website for any information which may be put for further guidance.

**Application once made will not be allowed to be withdrawn and examination fee once paid will not be refunded on any account nor can it be held in reserve for any other selection process.**

#### **INDEMNITY BOND**

**Officers selected in Scale-II, Scale-I cadre and in Office Assistant (Multipurpose) are required to serve the Bank for a minimum stipulated period of 2 years from the date of joining the Bank and are also required to execute an indemnity bond of ` 2.00 lakh (Rupees Two lakh only) in case of Officer Scale-II & Officer Scale-I and ` 1.00 lakh (Rupees One lakh only) in the case of Office Assistant (Multipurpose) at the time of joining the Bank indemnifying that they will pay the aforesaid amount to the Bank if they leave the services of the bank before completion of the stipulated period as given above.**

#### **11. GENERAL INSTRUCTIONS:**

- a) As the applications are to be processed by a computerised system, it is essential that the application is properly and completely filled in. The Bank takes no responsibility for any delay in receipt of application or loss in postal transit of any communication.

- b) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms. No correspondence or personal enquires shall be entertained by the Bank in this behalf.

In case it is detected at any stage of recruitment 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 (facts), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment his / her services are liable to be terminated.

- c) Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- d) A recent passport size photograph should be firmly pasted on **the system generated print out of the application** and should be signed across, by the candidate. Five copies **of the same photograph** should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is completed. **Failure to produce the same photograph at the time of written test and interview may lead to disqualification.**
- e) Only candidate willing to serve anywhere in Haryana / any where in India where office(s) situated should apply.
- f) The decision of the Bank in all matters regarding eligibility of the candidate the stages at which such scrutiny or eligibility is to be undertaken, the document to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.
- g) The Bank, may at its discretion hold re-examination wherever necessary in respect of a centre/ venue/specific post of a candidate(s).
- h) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/Institution.
- i) Any request for change of address will NOT be entertained.
- j) Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the courts situated in Gurgaon. In case any dispute arises on account of interpretation of version other than English the English version will prevail.
- k) Candidates who wish to apply for more than one post have to pay the application fees separately for each post and apply for each post separately.
- l) No candidate is permitted to use calculator, Mobiles, pager or any other such instruments during the examination. The candidates will appear for the written examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.
- **Candidates in their own interest are advised to submit their application ON-LINE well in time before the last date to avoid possible technical snags.**
  - Appointment of selected candidates is subjected to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.
- m) Admission to written examination and further process of selection will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PC/EXS) etc. of the candidates with reference to documents.
- n) Canvassing in any form will be a disqualification.

**12. COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PC IS AS UNDER:**

- (a) **For SC/ST/OBC-** District Magistrate / Addl. Distt. Magistrate/ Collector/ Deputy Commissioner / Addl. Dy. Commissioner/ Dy. Collector / First Class Stipendiary Magistrate / Sub- Division Magistrate/ Taluka Magistrate / Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief

Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tehsildar/ Sub Divisional Officer of the area where the candidate and/or his / her family normally resides.

In OBC Category the appointment will be provisional and will subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her 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 Indian Penal Code for production of false certificate. The crucial date for this purpose will be last date of receipt of application.

- (b) **For Physically Challenged-** the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/ cerebral/visual/ hearing disability as the case may be.

**13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination/ interview, if a candidate is (or has been) found guilty of –

- (i) using unfair means during the examination or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof) / answer sheet from the examination hall or
- (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
- (iv) obtaining support for his /her candidature by unfair means.

Such a candidate, in addition to rendering himself / herself liable to criminal prosecution shall be liable:

- (a) To be disqualified from the examination for which he/she is a candidate.
- (b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by Gurgaon Gramin Bank.
- (c) For termination of service, if he /she has already joined the Bank.

The Bank would be analyzing the responses of a candidate with other candidates to detect patterns of similarity. If as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the bank reserves right to cancel his/her candidature.

**14. LAST DATE FOR RECEIPT OF APPLICATIONS ONLINE:**

**POST CODE-01, 02 & 03**

**Applications should be submitted on-line on or after 25-01-2011 but in all cases on or before 24-02-2011.**

**15. CALL LETTERS FOR WRITTEN EXAMINATION: POST CODE-01, 02 & 03**

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by ordinary post. Eligible candidates who do not receive the call letter by (i) 02-05-2011 for Post Code-01 "Officer Scale-II & Post Code-02 "Officer Scale-I and (ii) 09-05-2011 for Post Code-03 "Office Assistant " should contact the Head Office of the Bank with details of his/her name, address, photocopy of demand draft/pay order alongwith a photograph for obtaining **duplicate call letters** or **down load the duplicate call letter from the Bank's website**. Duplicate call letters will be issued between 10.00 A.M.to 5.00 P.M. as per the following schedule:-

<b>Post Code-01 Officer Scale-II</b>	<b>from 03-05-2011 to 07-05-2011</b>
<b>Post Code-02 Officer Scale-I</b>	<b>from 03-05-2011 to 07-05-2011</b>
<b>Post Code-03 Office Assistant</b>	<b>from 10-05-2011 to 14-05-2011</b>

For Duplicate Call Letters candidates may contact, as per above schedule, at the following address:-

**GURGAON GRAMIN BANK, Head Office: "PRAGATI BHAWAN",  
Plot No. 36(P), Sector - 44, Institutional Area, Gurgaon – 122 002  
(Haryana).  
Telephone No. : 91-0124-4078901), Fax : 91-0124-2576505**

16. This advertisement has been displayed on the Bank's website: [www.ggbank.org](http://www.ggbank.org)
17. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**PLACE: GURGAON**

**CHAIRMAN**

**DATE: 06.01.2010**