

GURGAON GRAMIN BANK

HEAD OFFICE, GURGAON – 122 001.

Telephone : 91 - 0124 - 4078901 - 05, FAX : 91 – 0124 - 2322159

Advertisement No. : 01/GGB/2009

APPLICATIONS ARE INVITED FOR APPOINTMENT IN OFFICER SCALE - I CADRE IN GURGAON GRAMIN BANK

1. **LAST DATE FOR RECEIPT OF APPLICATION** : **25.05.2009**
LAST DATE FOR RECEIPT OF APPLICATION FROM FAR FLUNG AREAS : **01.06.2009**

2. **DATE OF WRITTEN EXAMINATION**

Post Code	Post	Date of Written Examination
1	Officer Scale-I	12.07.2009

3. **VACANCIES**

Posts	SC	ST	OBC	GEN	Total	Age as on 01.01.2009		
						PWD	Minimum	Maximum
Officer Scale-I	03	01	05	12	21	01	18 Years	26 Years

Abbreviations stand for : SC - Scheduled Caste; ST – Scheduled Tribes; OBC - Other Backward Classes; GEN - General Category; NA – Not Applicable; PWD – Persons with Disability; OH – Orthopaedically Handicapped; VH - Visually Handicapped; HI – Hearing Impaired; XS – Ex-Servicemen.

- Note :
- The number of vacancies as also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank and other related provisions.
 - Candidates belonging to reserved categories are free to apply against vacancies announced for general category.

4. **ELIGIBILITY CRITERIA :**

- (A) **NATIONALITY / CITIZENSHIP**
a) Candidate must be a citizen of India.
b) The candidate should have proficiency in Hindi language.
- (B) **EDUCATIONAL QUALIFICATIONS (as on 01.01.2009)**
Graduation Degree of recognised University in any discipline or its equivalent qualification with a minimum of 60% marks (55% for SC/ST/OBC category candidates).
Proficiency in Hindi language is essential.
Candidates with professional qualifications in Engineering / Business Administration / Law / Agriculture / Veterinary Science / Horticulture / Marketing / M. Sc. Computer Science / MCA / Chartered Accountant will get preference at the time of interview.
Candidates who are computer literates in MS DOS, MS Word, Excel, Networking will also get preference at the time of interview.

5. **AGE LIMIT :**

- Between 18 years and 26 years (as on 01.01.2009)
RELAXATION IN UPPER AGE LIMIT
i) Scheduled Caste / Scheduled Tribes Candidates by 5 years.
ii) Other backward classes Candidates by 3 years.
iii) In the case of Ex-servicemen and commissioned Officers including ECOs / SSCOs who have rendered at least 5 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 for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service, relaxable by 5 years (in addition to the

usual period of service in defence forces) subject to maximum age of 50 years as per Government guidelines.

- iv) In case of 'Person with Disability' candidates:
- By 15 years for SC/ST (including 5 (i) above)
 - By 13 years for OBC (including 5 (ii) above)
 - By 10 years for General.

- Note:
- An Ex-serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-serviceman for his re-employment including a job in Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
 - The relaxation in upper age limit is cumulative as per Government guidelines.

6. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE) :

For SC/ST/Person with Disability candidates : Rs.50/-

For all others : Rs.200/-

- Note:
- Requisite application fee must be paid only by means of Account Payee crossed Bank Pay Order/Bank Demand Draft issued by a Scheduled Bank payable at Gurgaon in favour of "GURGAON GRAMIN BANK – RECRUITMENT PROJECT 2009."
 - Bank Demand Draft/ Bank Pay Order must be purchased on or after the date of advertisement but on or before the last date for receipt of application.
 - Payment by Cash/Cheque/Money Order/IPO etc. will not be accepted
 - Candidates should write his/her name and address on the reverse of the Demand Draft/Pay Order.

7. SELECTION PROCEDURE :

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

Sl. No.	Papers	No. of Questions	Maximum marks	Duration
01	Reasoning	50	50	150 minutes
02	Quantitative Aptitude	50	50	
03	General Awareness	50	50	
04	English Language	50	50	
Total		200	200	

(Test of Reasoning, Quantitative Aptitude and General Awareness will be printed in Hindi and English.)

- Note:
- The marks obtained in all papers will be reduced to 60% for the purpose of preparing merit list after the written examination.
 - The candidates must obtain minimum of 35% marks (30% for SC/ST) in each test.

Marks obtained in the written test will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those candidates, who rank sufficiently high in the written test will be called for interview in the ratio of 1:4. Mere eligibility/pass in the written test shall not vest any right for being called for interview. Candidates belonging to SC/ST category will be extended relaxation upto 5% in qualifying marks in written examination. The maximum marks for interview will be 40 & the candidates shall secure a minimum of 50% marks (45% marks for SC/ST) in interview. The final selection will be on the basis of the ranking accorded after adding the marks obtained in the written test and interview.

The detailed information regarding the written test will be given in the 'Acquaint Yourself' booklet which will be sent to the candidates alongwith the call letter for written examination. Final selection will be on the basis of ranking accorded after adding the marks obtained in the written Test and Interview. The Bank reserves the right to hold a second stage of written examination if required, on the basis of the order of merit in the written examination of the first stage as referred to above. If the second stage of written examination is held, the subsequent process of interview and further process would be on the basis of order of merit secured in the second stage examination.

8. TEST CENTRES AND DATE OF EXAMINATION):

The Written test is tentatively fixed on the following date at following Centres :					
POST CODE 1		DATE OF EXAMINATION 12.07.2009			
NAMES OF CENTRES AND CENTRE CODES					
Sl. No.	Name of Centre	Centre Code	Sl. No.	Name of Centre	Centre Code
1.	Gurgaon	11	4.	Faridabad	14
2.	Nuh	12	5.	Narnaul	15
3.	Rewari	13	6.	Sonipat	16
Note: The Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate any of the centres, other than the one he/she has opted for.					

9. PAY SCALE :

POST CODE – 1 Rs.10000 – 470/6 – 12820 – 500/3 – 14320 – 560/7 – 18240

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Note : DA, HRA and CCA will be payable as per rules depending upon the place of posting. Medical Aid, LTC, Gratuity will be admissible as per Bank's Rules.

10. PROBATION :

Probation period will be for 2 years.

11. HOW TO APPLY :

Each application in the format given at the end of this advertisement accompanied by prescribed fee and copies of required attested certificates must be sent by ordinary post only in a cover superscribed "Application for the post of Officer Scale-I, Post Code No. 01, GGB Recruitment Project 2009 and choice of centre for written examination _____, Centre Code _____."

The application meant for Post of Officer Scale-I should be addressed and sent to the Post Box No.9722, Borivali (East), Mumbai – 400 066.

Last date: Application complete in all respect should reach the above address on or before 25.05.2009 (01.06.2009 from far flung areas). Any application received after the date will not be entertained.

12. CALL LETTER :

Call letter for written examination will be sent to the eligible candidates at the correspondence address given in their application form by ordinary post and requests for sending letters to a different address subsequently will not be accepted.

An eligible candidate for written examination for Post who does not receive the call letter by 07.07.2009, may contact the Bank at the following address between 08.07.2009 and 11.07.2009 by indicating his/her name, address, date of birth, details of Bank Demand Draft/ Bank Pay Order and Examination Centre opted, to enable the Bank to take immediate remedial action.

Gurgaon Gramin Bank
Head Office,
565, Railway Road "Shiv Plaza",
Sector 4 & 7 Crossing,
Gurgaon (Haryana) – 122 001.
Telephone No. : 91-0124-4078901 – 05 (5 Lines)
Fax : 91-0124-2322159

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/ testimonials.

At the time of written examination/ interview, (i) If a candidate is found guilty of using unfair means during the test, or (ii) impersonating or procuring impersonation by any person, or (iii)

misbehaving in the examination hall or taking away the question booklet, answer sheet from the examination hall, (iv) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or (v) obtaining support of his/her candidature by any means, such a candidate in addition to rendering him/ her liable to criminal prosecution, a) be disqualified from the examination/ interview for which he/she is a candidate, b) be debarred, either permanently or for a specific period from any examination or selection held by the Bank.

Note : The Bank would be analyzing the response of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/her candidature.

14. **Employees of Gurgaon Gramin Bank are also eligible to apply for the posts as aforesaid subject to fulfilling the specifications stipulated.**

15. **GENERAL INSTRUCTIONS :**

- a) Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- b) As the applications are to be processed by a Computerised system, it is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled and contains no correction/alteration/overwriting.
- c) A candidate must fill the application form in **CAPITAL LETTERS IN HIS/HER OWN HANDWRITING** and should use as far as possible any international forms of Indian numerals.
- d) 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 for which he/ she has applied. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms.
- e) Candidates seeking relaxation in fee/age must enclose a certified copy of the certificate in support of his/her claim and should not send original certificate or testimonials.
- f) 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.
- g) An application not accompanied by a relevant certificate/s where necessary, or requisite fee or not in a prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- h) A recent passport size photograph should be firmly pasted on the application and should be signed across, by the candidate. **Three 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 disqualifications.**
- i) Candidates serving in Government/Public Sector undertakings (including Banks) should send their application through proper channel.
- j) The above candidates should also produce "No Objection Certificate" from their employer, at the time of interview, in the absence of which their candidature will not be considered. Advance copy of the application along with the original Bank Demand Draft/Bank Pay Order may be sent to the above address, within the last date for receipt of application.
- k) Only candidates willing to serve anywhere should apply. The Bank, at present, is operating in seven districts namely Gurgaon, Mewat, Faridabad, Palwal, Rewari, Mahendergarh & Sonapat of Haryana State.
- l) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents 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 by the Bank in this behalf.
- m) Bank may at its discretion hold re-examination wherever necessary in respect of centre/venue or a candidate(s).
- n) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorised person/institution.
- o) Only certified true copies of all certificates should be sent by the candidate along with the application.
- p) Any request for change of address will not be entertained.
- q) Each application must be accompanied by :

- Certified copies of under mentioned certificates :
- i) Secondary School Certificate/School leaving Certificate or any other documentary proof of age.
 - ii) 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.
 - iii) A candidate belonging to SC/ST/OBC category should attach a certified copy of certificate in this behalf.
 - iv) SC/ST/OBC certificates issued by 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 of 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.**
 - v) An ex-serviceman candidate has to enclose a copy of the discharge certificate, retirement/ pension order and documentary proof of rank (substantive as well as acting) last/ presently held. Those who are still in defence service should submit certificate from Competent Authority that they will be relieved from defence services, in time, to enable the candidate to report for duty in the event of selection to work for the Bank.
 - vi) Disability certificate issued by duly constituted Medical Board at District level incorporating therein the nature and extent of disability, in the case of Person with Disability candidates.
 - vii) Bank Demand Draft/Bank Pay Order payable at Gurgaon in favour of GURGAON GRAMIN BANK – RECRUITMENT PROJECT 2009.
- r) Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the courts situated at Gurgaon.
 - s) Bank takes no responsibility for any certificate/remittance sent separately by candidates.
 - t) No candidate is permitted to use calculator, telephones, pagers 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. SC/ST/OBC candidates shall submit Caste Certificate issued by Competent officials authorised as per Govt. of India Rules.
 - u) Candidates in their own interest are advised to submit their applications well in time before the last date to avoid possible delay in postal transit. Applications received after the last date will be rejected.
 - v) Candidates with the following disability are eligible to apply for the category of persons with disability.
 - i. Blindness or low vision-persons who suffer from either of the following conditions.
 - a) Total absence of sight. (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen in the better eye with correcting lenses) (c) Limitation of the field of vision subtending an angle of 20 degree or worse.
 - ii. Hearing impairment- Loss of 60 decibels or more in the better ear in the conversational range of frequencies.
 - iii. Locomotor disability or Cerebral Palsy-Persons who have a minimum of 40% of physical defect or deformity which causes an interference with normal functioning of the bones, muscles and joints.
 - w) Visually Handicapped candidates and candidates whose writing speed is effected by cerebral palsy can use 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 own scribe at his own cost.
 - ii. The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
 - iii. The scribe may be from any academic discipline. The scribe should possess less marks than the candidate and not more than 60% marks in his own academic stream.
 - iv. Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfil any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
 - v. Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

Pre Examination training programme for SC/ST/Minority Community candidates will be organised at RBTC situated at Head Office of Gurgaon Gramin Bank at the specific request of the candidates. No travelling/halting allowances will be paid by the Bank for such training.

Date :

GENERAL MANAGER

Note: The advertisement and application form is also available on the website "ggbank.org" of the Bank.

Sr. No.	Examination passed	Name of the Institution/ University	Subjects studied in detail	Date, Month, Year of passing	Percentage of aggregate marks	Class/ Division

(If space is not sufficient please attach separate sheet)

16. Particulars of Post Qualification Experience including the Present Occupation/Job (As on the date of application)

Sr. No.	Name of the employer(s), firm etc. and the nature & details of activities carried out by the employer	Designation and rank if any	Period of service		Length of service. Years, Months, Days	Nature of duties performed in detail	Remarks (Reason for leaving service)
			From	To			

17. Languages known :

Sr. No.	Language	Read*	Write*	Speak*

* (Mark '✓' in the appropriate box)

18. If you are a candidate belonging to SC/ST/Minority Community, do you require pre test training :

YES NO

19. BEFORE MAILING APPLICATION PLEASE CHECK THAT YOU HAVE CORRECTLY MENTIONED :

- The post name & post code you have applied for.
- The Centre name/Centre Code where you wish to appear at.
- Category/Sub category and have enclosed copies of necessary certificates for SC/ST/OBC/ Person with Disability/XS.
- Details regarding fees (Bank Demand Draft/Bank Pay order)
- Address for correspondence.
- Details for claiming relaxation in age and the relevant certificate is enclosed.

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that the Bank has the right to transfer me to any of the branch/office.

I agree that any legal proceedings in respect of any matter(s) claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Gurgaon and Courts/Tribunals/Forums at Gurgaon only shall have sole and exclusive jurisdiction to try the cause/dispute.

I undertake to abide by all the terms and conditions mentioned in the advertisement No. _____ dated _____ given by the Bank.

Place :

Date :

SIGNATURE OF CANDIDATE