

# SARVA HARYANA GRAMIN BANK

HEAD OFFICE, ROHTAK – 124 001.

Telephone : 01262 - 252622, FAX : 01262 - 271206

**Advertisement No. : SHGB/01/2014**

## **APPLICATIONS ARE INVITED FOR APPOINTMENT IN OFFICE ATTENDANT (MULTIPURPOSE) CADRE IN SARVA HARYANA GRAMIN BANK**

**1. LAST DATE FOR RECEIPT OF APPLICATION : 20.05.2014 (5.00 pm)**

### **2. VACANCIES**

Post/ Category	SC	OBC	Un-Reserved	Total	Out of which for			Abbreviations stand for: SC - Scheduled Castes; OBC - Other Backward Classes; Category. PWD – Persons with Disability. EXS - Ex-Servicemen. DXS – Dependant of Ex- servicemen killed in action/war.
					EX S	DXS	PWD	
Office Attendant (Multipurpose) (Group 'C')	47	52	76	175	17	08	04	

Note : a) The Total 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.  
b) The reservation under various categories will be as per prevailing Government guidelines at the time of finalization of result.

### **3. ELIGIBILITY CRITERIA :**

(A) NATIONALITY/ CITIZENSHIP
a) Candidate must be a citizen of India.
b) The candidate must be the domicile of Haryana State and should have proficiency in Hindi language.
c) Besides invitation of applications through this Advertisement, District wise / Category wise list of candidates shall also be called from respective Employment Exchanges / Sainik Boards.
(B) EDUCATIONAL QUALIFICATIONS (As on 01.04.2014)
i) 10 <sup>th</sup> Standard Pass
ii) Ex-servicemen, who have passed / obtained the Indian Army matriculation Certificate or corresponding certificate equivalent to 10 <sup>th</sup> Standard in the Navy or Air Force, after having completed not less than 15 years of service in Armed Forces as on 01.04.2014 of the Indian Union are also eligible for the post. Such candidates should have passed the language (Hindi) test from the concerned states.

### **4. AGE LIMIT :**

Above 18 years but below 28 years (As on 01.04.2014) i.e. candidates should not have born earlier than 03.04.1986 and later than 31.03.1996 (both days inclusive)

#### **RELAXATION IN UPPER AGE LIMIT**

- Scheduled Caste Candidates by 5 years.
- Other Backward Classes Candidates by 3 years.
- In the case of Ex-servicemen and commissioned Officers including ECOs/SCOs 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 3 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:

- a) By 15 years for SC (including 5 (i) above)
- b) By 13 years for OBC (including 5 (ii) above)
- c) By 10 years for General Category.

Note: a) 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.  
b) The relaxation in upper age limit is cumulative as per Government of India guidelines.  
c) Age relaxation for 09 years (subject to maximum age limit of 37 years for General, 40 years for OBC and 42 years for SC candidates is available for Widow, divorced women and women judicially separated from their husbands & who are not remarried

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

Application fee can be paid from 01.05.2014 to 15.05.2014 at our all Branches.

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

For all others candidates : Rs.200/-

Note: a) The application fee shall be deposited through Fee Challan. Challan is available on our website [www.hgb.co.in](http://www.hgb.co.in)  
b) Candidates should download the Fee Challan Format from the Bank's website [www.hgb.co.in](http://www.hgb.co.in).  
c) After filling up the required information on the Challan Form, they should make payment of the Fee applicable to them at any Branch of Sarva Haryana Gramin Bank and should keep the '**Candidate's Copy**' of the Fee Challan with receipt of fees duly acknowledged thereon, with them for producing the same at the time of **Written Examination / Interview** along with the latest passport size photograph pasted on the Challan and signed across by the candidate. Candidates claiming fee concession should also enclose photocopy of the relevant category certificate, along with the paid Fee Challan.

**Candidate should ensure that on deposit of fee, the Branch issues him / her receipt which includes the following items:**

- i) Name of Branch
- ii) Branch Code No. /DPD Code
- iii) Transaction ID Number /Scroll No.
- iv) Deposit Date & Amount

## 6. SELECTION PROCEDURE :

1. Applications already received / to be received by the Bank through Employment Exchanges / Sainik Boards or directly in response to the advertisement in the newspaper shall be short listed through a Committee constituted by the Chairman. However, Bank may also conduct written test for screening on pre-information to the candidates.
2. Selection process shall be completed through the Written Examination / Interview to be conducted through the selection committee constituted as per Sarva Haryana Gramin Bank (Appointment and Promotion of Officers and Employees) Rules, 2010.
3. Lists of successful candidates for appointment to Office Attendant (Multipurpose) shall be prepared on the basis of ranking accorded to them in interview for Un-reserved, Scheduled Castes etc. separately.
4. The number of selected candidates to be empanelled for recruitment shall be equal to the number of notified vacancies. In addition thereto, an additional panel of selected candidates not exceeding 50% of the notified vacancies as may be decided by the Board, with a minimum of two candidates for each category, shall be drawn up to meet exigencies in all categories.

The Salient Features are given below :

7. **SCALE OF PAY : Rs.5850-200/4-6650-250/5-7900-300/4-9100-350/3-10150-400/3-11350** and other allowances admissible as per Bank's rules.

**EMOLUMENTS : Selected candidates will be paid emoluments as applicable to Subordinate Cadre Staff under various Rules / Awards / Settlement in force in the employer Bank from time to time.**

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.

8. Place of Work :All Branches / Offices of Sarva Haryana Gramin Bank

9. **PROBATION : Six months**

10. **HOW TO APPLY :**

Each application in the format given at the end of this advertisement accompanied by copy of prescribed fee paid challan and copies of required attested certificates must be sent by ordinary post only in a cover superscribed "**Application for the post of Office Attendant (Multipurpose)**" in Sarva Haryana Gramin Bank Recruitment Project 2014" at following postal address :

**Sarva Haryana Gramin Bank,  
Head Office,  
Opp. Bajrang Bhawan, Delhi Road,  
ROHTAK – 124 001 (Haryana)**

**The applicant/s whose names have already been sponsored by Employment Exchanges / Sainik Boards etc. need not to apply afresh and their eligibility norms shall be applicable as per prevailing norms.**

**Last date:** Application completed in all respect should reach the above address on or before **20.05.2014 (5.00 pm)**. Any application received after the date will not be entertained.

11. **CALL LETTER :**

Calling of candidates shall be three times of the vacancies i.e. three candidates against one vacancy in OBC / Un-reserved categories and 05 times in Scheduled Caste category.

The call letters for interview to the eligible applicants shall be sent directly by the Bank at his correspondence address furnished in their application form by ordinary post. Requests for sending letters to a different address subsequently will not be accepted.

12. **ACTION AGAINST CANDIDATE/S 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 for 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.**

13. **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 may 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 in and contains no correction/alteration/overwriting.
- c) A candidate must fill the application form in CAPITAL LETTERS IN HIS/HER OWN HANDWRITING.
- 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/or 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/or interview, may lead to disqualifications.
- i) 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 Photocopy of prescribed fee paid challan shall be sent to the above address, within the last date for receipt of application.
- j) Only candidates willing to serve anywhere in Haryana where our Bank is operating should apply.
- k) 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.
- l) Bank may at its discretion hold re-examination wherever necessary in respect of centre/venue or a candidate(s).
- m) 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.
- n) Only certified true copies of all certificates should be sent by the candidate along with the application.
- o) Any request for change of address will not be entertained.
- p) **Each application must be accompanied by :**  
Copies of under mentioned certificates :
  - i) **10<sup>th</sup> Standard pass from an Educational Board recognised by the State Government and other skills required for specific jobs**
  - ii) Marks sheet (year wise) showing specifically the subjects studied and Certificate/s in support of educational qualification
  - iii) A candidate belonging to SC/OBC category should attach a certified copy of certificate in this behalf.
  - iv) SC/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 six months 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) Copy of Fee Challan Form through which requisite application fee has been deposited in favour of SARVA HARYANA GRAMIN BANK – RECRUITMENT PROJECT 2014 is to be attached with application form.
- q) Any resultant dispute arising out of this advertisement, shall be subject to the jurisdiction of the courts situated at Rohtak.
  - r) Bank takes no responsibility for any certificate/remittance sent separately by candidates.
  - s) 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.
  - t) 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.
    - iv. The candidate will have to arrange his own scribe at his own cost.
    - v. The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
    - vi. 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.
    - vii. 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.
    - viii. Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

Note: The Advertisement, Application Form and Fee Challan are also available on the website "[www.hgb.co.in](http://www.hgb.co.in)" of the Bank. Any term as per Norm can be amended.

Date : 28.04.2014

GENERAL MANAGER

**SARVA HARYANA GRAMIN BANK RECRUITMENT PROJECT 2014  
APPLICATION FORMAT**

**APPLICATION FOR THE POST OF OFFICE ATTENDANT (MULTIPURPOSE)**

(Fill all columns in legible capital letters and use 21 cms x 34 cms size paper)

To

Sarva Haryana Gramin Bank  
Head Office,  
Delhi Road, Opp. Bajrang Bhawan,  
ROHTAK – 124 001  
Haryana

(Recruitment Project 2014)

Paste your recent passport photograph and sign it across
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With reference to your advertisement in \_\_\_\_\_ dated \_\_\_\_\_, I submit my application in the prescribed format.

1. FULL NAME (IN BLOCK LETTERS) (as it appears on your educational certificates) (leave one space blank between two parts of your name)

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2. CANDIDATE'S ADDRESS FOR CORRESPONDENCE:

S	T	A	T	E:												PIN				

(PLEASE ATTACH ATTESTED COPY OF Certificate wherever necessary)

3. Indicate Category to which you belong to by marking '✓' in the appropriate box.

SC	OBC	GEN/OTHERS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. a) Date of Birth (As per School Leaving Certificate SSC/SSLC)

Date   Month   Year

Age as on 01.04.2014:   Years   Months   Days

Are you seeking age relaxation ?

b)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

If yes, provide the details

5. Details of Application Fees :

Name of Bank Branch where application fee deposited through Fee Challan	Branch Code / DPD Code No.	Transaction ID No./Scoll No.	Date of Fee Deposited	Amount Deposited (Rs.)

Photo copy of Fee Challan Form through which requisite application fee has been deposited in favour of SARVA HARYANA GRAMIN BANK – RECRUITMENT PROJECT 2014 is to be attached with application form.

Fee for the post is Rs.200/- for General candidates including OBC & Ex-Servicemen and Rs.50/- for SC and Person with Disability category. Payment by cash, cheques, Postal Stamps, Money Order etc. **will not be accepted** and such applications will be rejected)

6. CONTACT/TELEPHONE NO. (with STD code) \_\_\_\_\_

7. FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_ MOBILE NO. \_\_\_\_\_

8. (i) GENDER (Mark '✓' in the appropriate Box) MALE  FEMALE

(ii) (a) Are you an Ex-Serviceman? (Mark '✓' in the appropriate Box)  
 YES  NO

(b) In case of Ex-serviceman/ Commissioned Officer/ Police Officer/ Other  
 Equivalents, specify. Date of Discharge \_\_\_\_\_  
 Rank at present / last held  
 A) Acting \_\_\_\_\_ w.e.f. \_\_\_\_\_  
 B) Substantive \_\_\_\_\_ w.e.f. \_\_\_\_\_

(iii) Are you a person with disability ?  
 (Mark '✓' in the appropriate Box)  
 YES  NO

If Yes, a) percentage of disability \_\_\_\_\_ (attach the certificate)

b) Type of disability :  
 OH  VH  HI

c) Do you intend to use the services of a scribe? (Mark '✓' in the appropriate Box)  
 YES  NO

(iv) Whether you belong to Minority Community?  
 (Mark '✓' in the appropriate Box)  
 YES  NO

If Yes, please state the religion : \_\_\_\_\_

(v) In case of SC/OBC Candidate :  
 Name of the Caste/Class : \_\_\_\_\_

9. FATHER'S/ HUSBAND'S NAME (IN BLOCK LETTERS)

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10. NATIONALITY : \_\_\_\_\_

11. PLACE OF BIRTH :  
 Place \_\_\_\_\_ Distt. \_\_\_\_\_ State \_\_\_\_\_

12. PERMANENT ADDRESS (IN BLOCK LETTERS) :

S	T	A	T	E:																

13. Name of your Native District in Haryana State

Name of District in Haryana State

If yes, have you enclosed Nativity Certificate/ Certificate of residence?

YES

NO

14. Have you Registered your Name with Employment Office ?

YES

NO

If yes:

Name of Employment Office: .....  
Registration No.....  
n

District: .....  
Registration valid upto.....

15. Educational and Professional Qualifications as on 01.04.2014 :

a) Details of 10<sup>th</sup> Standard passed / matriculation as per the eligibility criteria prescribed for the posts concerned in the advertisement. If all the information in these boxes is not provided, the application will be rejected.

Sr. No.	Particulars of Educational qualifications as per eligibility criteria	Name of the Institution/University	Division	Percentage
	10 <sup>th</sup>			

b) Details of Education (10<sup>th</sup> standard )

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 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/Minority Community, do you require pre test training :

YES

NO

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

a) Category/Sub category and have enclosed copies of necessary certificates for SC/OBC/ Person with Disability/XS.



- b) Details regarding fees (Bank Demand Draft/Bank Pay order)
- c) Address for correspondence.
- d) Details for claiming relaxation in age and the relevant certificate is enclosed.
- e) Nativity (Domicile) 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 in Haryana State. I agree that the Bank has the right to transfer me to any of the branch/office of the Bank.

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 Rohtak and Courts/Tribunals/Forums at Rohtak 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 :

SIGNATURE OF CANDIDATE

Date :