

GURGAON GRAMIN BANK
HEAD OFFICE, GURGAON – 122 002
Telephone: 0124 – 2576506, FAX: 0124 – 2576505
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Advertisement No. : [REDACTED]

Gurgaon Gramin Bank invites applications from Indian Citizens, for the posts in Officer Middle Management Grade Scale-III, Officer Middle Management Grade (Scale II), Officer Junior Management Grade (Scale-I) Cadre and Office Assistant (Multipurpose)

STARTING DATE OF ON LINE REGISTRATION	03.03.2012
LAST DATE OF ON LINE REGISTRATION	15-03-2012

DATE OF WRITTEN EXAMINATION

Post Code	Post	Proposed date of Written Examination
01	OFFICER MMG SCALE-III (Specialist Cadre) – GROUP “A”	15-04-2012
02	OFFICER MMG SCALE-II (Specialist Cadre) – GROUP “A”	15-04-2012
03	OFFICER JMG SCALE-I – GROUP-“A”	15-04-2012
04	OFFICE ASSISTANTS (MULTIPURPOSE) - GROUP-“B”	08-04-2012

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-III	01	--	--	01	04	05	--	--
Officer MMG Scale-II	02	02	01	04	09	16	--	--
Officer JMG Scale-I	03	07	07*	13	24	51	02	--
Office Assistants	04	23	--	39*	62	124	04	18

***(INCLUDING BACKLOG / SHORTFALL VACANCIES)**

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 :

SC	Scheduled Caste	GEN	General Category	HI	Hearing Impaired
ST	Scheduled Tribe	PC	Physically Challenged	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXS	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-02) cadre :

POST CODE-02 OFFICER SCALE-II

- i) **Seven vacancies for specialized posts.**
- ii) **Nine vacancies from experienced officers.**

2. PAY SCALE:

Post	Pay Scale (Rs)
Officer in MMG Scale - III	Rs.25,700/- - Rs.31500/-
Officer in MMG Scale - II	Rs. 19,400/- - Rs.28,100/-
Officer in JMG Scale - I	Rs.14,500/- - Rs.25,700/-
Office Assistant (Multipurpose)	Rs.7,200/- - Rs.19,300/-

Officer MMG Scale – III	At present the total starting emoluments are approx. Rs.42830/- per month inclusive of DA & HRA at the current rate
Officer MMG Scale – II	At present the total starting emoluments are approx. Rs.32330/- per month inclusive of DA & HRA at the current rate
Officer JMG Scale – I	At present the total starting emoluments are approx. Rs.24164/- per month inclusive of DA & HRA at the current rate
Office Assistant (Multipurpose)	At present the total starting emoluments are approx. Rs.13332/- per month inclusive of DA & HRA at the current rate

Note : Other Allowances & perquisites will be admissible as per the rules of the Bank.

3. ELIGIBILITY CRITERIA:

(A) Nationality / Citizenship:

Officer MMG Scale – III	(Post Code No.01, 02 & 03) – Candidate must be Indian Citizen.
Officer MMG Scale – II	
Officer JMG Scale – I	
Office Assistant (Multipurpose)	(Post Code No.04) - Candidate must be Indian Citizen and domicile of Haryana State

(B) EDUCATIONAL QUALIFICATION (As on 01.04.2011):

POST CODE- 01 OFFICER SCALE – III

Degree from a recognised University in any discipline or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree / Diplome in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy. Experience : Minimum 5 years experience as an Officer in any Bank or Financial Institutions.

POST CODE- 02 OFFICER SCALE-II

IT Officer : Engineering Degree from a recognised University in Electronics / Communication / Computer Science / IT or its equivalent with a minimum of 50% marks in aggregate.
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Desirable Experience	: Certificate in ASP, PHP, C++, Java, VB, VC, OCP etc.
Experience	: One Year experience in Banking or other financial institutions
Marketing Officer	: MBA in Marketing from any Institute of repute.
Experience	: One Year experience in Banking or other financial institutions
Agriculture Officer	: 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.
Experience	: Two Years experience in Agriculture Finance
General Banking Officer	: Degree from a recognized University in any discipline or its equivalent with a minimum of 50% marks in aggregate Preference will be given to the candidates having degree / diploma in Banking. Finance, Marketing, Agriculture, Horticulture, forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy
Experience	: Two years as an officer in Bank or Financial Institution.

POST CODE - 03 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 - 04 OFFICE ASSISTANT (Multi purpose)

- (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 01.04.2011

Post Code 01 - Officer Scale- III	Above 21 years but below 40 years
Post Code 02 - Officer Scale- II	Above 21 years but below 32 years
Post Code 03 - Officer Scale- I	Above 18 years but below 28 years
Post Code 04 - Office Assistant (Multipurpose)	Above 18 years but below 28 years

RELAXATION IN UPPER AGE LIMIT :

Sl.	Category	Relaxation by years
a)	SC/ST	5 years
b)	OBC	3 years
c)	Physically Challenged- General Category	10 years
d)	Physically Challenged- SC/ST Category	15 years (including (a) above)
e)	Physically Challenged- OBC Category	13 years (including (b) above)
f)	Ex-servicemen For Post Code 01, 02 & 03 :	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.
g)	For Post Code 04	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
h)	Only for Post Code 04 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)
i)	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years

Note:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. All persons eligible for age relaxation under 3 (C) (i) 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 1st January 1980 to 31st December 1989.
3. 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.
4. 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.
5. Change of category at any stage will disqualify for INTERVIEW.
6. Date of completion of Required Educational Qualification and Experience will be 01.04.2011
7. OBC Certificate should have been issued after **01.04.2011**

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 **31.03.2012**.
- (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. However, the Scribe of average academic performance will be appreciated.
- 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 & 04) INCLUDING POSTAL CHARGES : (NON- REFUNDABLE)

A) For SC/ST/Person with Disability candidates (FOR POST CODE 01, 02, 03 & 04)

APPLICATION FEE (NON-REFUNDABLE)	: Rs.50/- for each post
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B) For all others

I) For Post Code 01 & 02

APPLICATION FEE (NON-REFUNDABLE)	: Rs.500/- for each post
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II) For Post Code 03 & 04

APPLICATION FEE (NON-REFUNDABLE)	: Rs.400/- for each post
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Payment of Fee : There are Challans available in our web site (ggbank.org) for each category, details of which are as follows :

Post Code 01 - Officer Scale- III	Gurgaon Gramin Bank – Challan Form - 01
Post Code 02 - Officer Scale- II	Gurgaon Gramin Bank – Challan Form - 02
Post Code 03 - Officer Scale- I	Gurgaon Gramin Bank – Challan Form - 03
Post Code 04 - Office Assistant (Multipurpose)	Gurgaon Gramin Bank – Challan Form - 04

Candidates should download printout of one of the above Challan Form (as applicable to them for the post applied for) from the web site of Bank viz. ggbank.org

After filling up the required information on the Challan Form, they should make payment of the fee applicable to them in any branch of Syndicate Bank for credit of account

Sr. No	Code	Account No.	Name of Account
1.	Post Code 01	82453020000045	GGB Recruitment Project Account
2.	Post Code 02	82453020000045	GGB Recruitment Project Account
3.	Post Code 03	82453020000045	GGB Recruitment Project Account
4.	Post Code 04	82453020000045	GGB Recruitment Project Account

And should keep the 'Candidate's Copy' of the Challan with receipt of fees duly acknowledged thereon, with them for producing the same at the time of written test alongwith 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, alongwith the Challan.

Important Note : Candidates will not be permitted to appear at the written test without production of this Challan and Photograph. Identical Photograph should be pasted in the Fee Challan.

Candidates are therefore advised to keep -3- photocopies of the fee payment challan for future use.

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

Payment by Cash / Cheque / Money Order / Bank Demand Draft / Bank Pay Order / Postal Order etc. will not be accepted.

- Fees should be paid invariably **between 03-03-2012 and 15-03-2012 only**. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.
- 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.

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 & 02 - Officer Scale – III & 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**

The objective Tests will be common for both the posts of Officer Scale II & III. However, a separate merit list for each of the aforesaid both the posts will be prepared.

POST CODE - 03 & 04 - Officer Scale - I & Office Assistant

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

For Post Code 01, 02, 03 & 04

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

The candidates securing a minimum of 40% marks in the written test in each subject, 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% in each subject to qualify for interview.

All those candidates who have secured minimum qualifying marks i.e. 40% (35% for SC/ST) in each subject 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 & 04):

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-III -Group A	:	15-04-2012(Afternoon Session)
POST CODE 02 Officer Scale-II -Group A	:	15-04-2012(Afternoon Session)
POST CODE 03 Officer Scale-I -Group A	:	15-04-2012(Morning Session)
POST CODE 04 Office Assistant – Group B	:	08-04-2012(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:

- Request for change of Centre of Examination will NOT be entertained.
- 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 :

The 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 (Printout) of the filled in 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 – 04.**
7. Candidate/s who fail/s to produce Originals of the above Certificate / requisites at the time of INTERVIEW, his / their candidature will be automatically cancelled.

8. Pre-Examination Training :

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.

The Candidates should down load their Pre-Examination Training call letter from Bank's website www.ggbank.org by entering his / her details registration Number and Password / Date of Birth, between the following dates. No hard copy of the call letter will be sent by post.

Dates for downloading Pre Examination Training Call Letter:

For Office Assistant, Officer Scale I, II and III : From 22-03-2012 to 25-03-2012

9. **APPOINTMENT** : For Post Code- 01, 02, 03 & 04 candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement of the Bank.

PROBATION

Sr. No.	Name of post	Period of Probation
01	POST CODE 01	Two Years
02	POST CODE 02	Two Years
03	POST CODE 03	Two Years
04	POST CODE 04	One Year

10. **HOW TO APPLY**

- All eligible candidates should apply on-line through the link provided to our website www.ggbank.org in the prescribed format from **03-03-2012 to 15-03-2012**. Please note that the last date for online registration is **15-03-2012**.
- Candidate should have a valid e-mail ID. It should be kept active during the currency of this recruitment project. This will help him / her in getting call letter / interview advices etc. under no circumstances he / she should share / mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he / she should create his / her new e-mail ID before applying on-line.
- Candidates should fill up the application available after clicking the link given in the notification.
- Branch Code and Branch Transaction journal Number noted on the Challan Form should be correctly filled in the application at appropriate place.
- Application, after filling up all the mandatory fields and security check box, should be submitted by a click on the "submit" button.
- All the mandatory fields (marked with*) should be filled in, otherwise the system will not accept the application.
- The candidates should note / remember the Registration Number and Password for future reference and use.
- There is provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. This modification facility shall be available after two days of registration and up **17-03-2012**. Modification will be allowed only three times. **After 17.03.2012** no modification will be permitted.
- Please note that the above is the general procedure for applying on-line. No other mode of application or incomplete application will be accepted and in such case, the application will be rejected outright.

- After applying on-line, the candidates should take a print out of the system generated online application form and retain it for future reference. They should not send this print out to the Bank, which they will have to submit at the time of interview.

Payment of Application Fee

Candidates should first download one of the Challans as applicable to them from the Bank's website www.ggbank.org

Candidates can pay the fees at any of the Branches of Syndicate Bank..

After filling in the required information on the challan they should pay the requisite fee at the respective branch of Syndicate Bank.

A) For SC/ST/Person with Disability candidates (FOR POST CODE 01, 02, 03 & 04)	
APPLICATION FEE (NON-REFUNDABLE)	: Rs.50/- for each post
B) For all others	
I) For Post Code 01 & 02	
APPLICATION FEE (NON-REFUNDABLE)	: Rs.500/- for each post
II) For Post Code 03 & 04	
APPLICATION FEE (NON-REFUNDABLE)	: Rs.400/- for each post

Candidates must ensure that on deposit of fee, the branch issues him a receipt which should invariably mention the under-noted items :

- Transaction ID
- Branch Name
- Branch Code Number
- Date of receipt

Candidate should keep the "candidate's copy" of the remitted Challan with them and produce the same at the time of the written test alongwith the above passport size photograph.

Note : Candidates will not be permitted for the Written Test without the production of this Challan and Photograph.

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 III, 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 Rs.2.00 lakh (Rupees Two lakh only) in case of Officer Scale-III, Officer Scale II & Officer Scale-I and Rs.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.

GUIDELINES FOR FILLING THE APPLICATION ARE AS UNDER :

Please note that the following is the general procedure for applying ON-LINE. No other means / mode of application or incomplete application will be accepted and in such case, the application would be rejected outright.

- a) Candidates should keep two copies of the Application printout, a copy of the printout with the recent photograph of the candidate duly pasted thereon will have to be submitted at the time of interview, the other copy may be retained for personal record of the candidate. A copy of the Challan (including Transaction ID) may be retained for the candidate's record. The Original Challan will have to be submitted with the call letter at the time of written examination.
- b) The Bank takes no responsibility for any certificate / remittance sent separately by candidate.
- c) 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.
- d) 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.
- e) Candidates uploading more than one application for a post for any reason will be treated as ineligible.

11. GENERAL INSTRUCTIONS:

- a) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.
- 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.
- o) The final selection of the candidates will be based on the guidelines issued by Govt. of India / Ministry of Finance / NABARD / Sponsor Bank from time to time till process of selection is completed.
- p) Any information viz Experience Certificate, Caste Certificate or others submitted by the candidates found false at any stage, their candidature will be cancelled.

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 & 04

Applications must be submitted on-line on or after 03-03-2012 but in all cases on or before 15-03-2012.

15. CALL LETTERS FOR WRITTEN EXAMINATION: POST CODE-01, 02, 03 & 04

All eligible candidates should download their call letter and Information Handout from the Bank's website www.ggbank.org by entering his / her details registration Number and Password/Date of Birth, between the following dates. **Please note that No hard copy of the call letter/ Information Handout will be sent by post.**

Date for downloading written test call letter:

For Office Assistant	:	From 28-03-2012 to 07-04-2012
For Officer Scale I, II and III	:	From 03-04-2012 to 14-04-2012

Candidate has to bring this call letter along with Original Fee Payment Challan while attending the written test.

Note :- Candidates have to submit Original Fee Payment Challan along with Downloaded Call Letter while attending the written test, without which they will not be allowed to take up the examination.

In case of difficulty candidates may contact 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. : 0124 - 2576506, Fax : 0124-2576505

16. This advertisement has been displayed on the Bank's website: 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.
18. Employment News dated 3rd of March, 2012 may also be referred in regard to aforesaid Advertisement.