



# HARYANA GRAMIN BANK

(Govt. of India Undertaking)

HO: Near Bajrang Bhawan, Delhi Road, Rohtak-124001.

Email id: headoffice@hgb.co.in

Haryana Gramin Bank invite applications from Indian citizens, for the post of Office Assistant (Multipurpose) who have appeared in the Common Written Examination for RRBs conducted by IBPS in September 2012 and declared qualified.

Payment of Application Fees	11-06-2013 to 24-06-2013
Opening date for Online Registration	11-06-2013
Last Date for Online Registration	24-06-2013

## 01. DETAILS OF VACANCIES:

Sr. No.	Post	SC	OBC	UR	TOTAL	Out of Which				
						PWD (Out of Which)			EXSM/ DISXS	DXS
						OC	HI	VI		
1	Office Assistant (Multipurpose)	29	45	92	166	2	1	1	17	7

### Abbreviations stand for :

SC	Scheduled Caste	GEN/UR	General Category	HI	Hearing Impaired
ST	Scheduled Tribe	PWD	Persons with Disability	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXSM	Ex-Servicemen
				DISXS	Disabled Ex-Servicemen
				DXS	Dependant of Ex-Servicemen killed in action

**2. SCALE OF PAY:** 7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300 (20 years). (All subject to Revision)

**EMOLUMENTS:-** Rs.13763/- inclusive of DA & HRA at the current rates depending on the place of posting ; Medical Aid, LTC, Gratuity, etc. will be admissible as per Rules of the Bank.

**PROBATION PERIOD:** 1 Year .

**Note:** It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved category provided they fulfill the eligibility criteria laid down for Unreserved category.

The number of vacancies in UR category and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.

## 3. ELIGIBILITY CRITERIA: NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) 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) & (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 Group Discussion/ Interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

#### 4. Age Limit (As on 01-06-2012)

Between 18 years and 28 years

The maximum age limit specified is applicable to General Category candidates.

Relaxation of Upper Age Limit :

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4	Ex-Servicemen/ Disabled Ex-Servicemen	actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 01-01-1980 to 31-12-1989	5 years
7	Persons affected by 1984 riots	5 years

#### NOTE:

- (i) The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- (ii) In case of a candidate who is eligible for relaxation under more than one of the above categories the age relaxation will be available on a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above.
- (iii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview.
- (iv) Ex-Servicemen candidates who have already secured employment under the Central Government 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 Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.
- (v) An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of the re-employment in Government ceases.

#### 5. EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on 01-06-2012)

Post	Educational Qualification
Office Assistant (Multipurpose)	Degree in any discipline from a recognized University or its equivalent Essential: Proficiency in local language. (* please see the note below)

Note:

1. All educational qualifications should be from a recognized university/ Board.
2. The result of the qualifying examination, i.e. Graduation or equivalent to graduation, as the case may be, should have been announced by the University on or before **01.06.2012**.
3. Candidates should have obtained the specified Total Weighted Standard Score as well as score in each test in the RRBs- Common Written Examination conducted in September 2012.

Language Proficiency \* - Candidates are required to possess proficiency in the Official Language of the State in which RRB is located and must have passed " local language" i.e. Hindi as one of the subjects at Matriculation/Xth Standard. Who have passed local language of Haryana i.e Hindi as one of the subjects at 8th Standard but opted Sanskrit as one of the subjects at Matriculation/Xth Standard, they are also eligible as far as proficiency in the Local Language is concerned.

## 6. Pre- Requisite Qualifications

Candidates who have been declared qualified in the RRBs-Common Written Examination conducted by IBPS in September 2012 should have obtained the following scores as given below.

Name of the Test	Qualifying Standard Score	
	SC/ SC-PWD/ SC-EXS	OBC/ GEN/ OBC-PWD/ GEN-PWD/ OBC-EXS/ GEN-EXS
Reasoning	17 & above	19 & above
Numerical Ability	17 & above	19 & above
General Awareness	17 & above	19 & above
English Language or Hindi Language	17 & above	19 & above
Computer Knowledge	17 & above	19 & above
<b>Cut-offs on Total Weighted Standard Score</b>	<b>89 &amp; above</b>	<b>95 &amp; above</b>

Note: Total Weighted Standard Score out of 200 in the CWE will be further reduced considering the Total Marks out of 70.

## 7. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :

- Rs. 20/- for SC/ST/PWD & Ex-Servicemen candidates.
- Rs.100/- for all others

The fee for SC/ST/Ex-Servicemen/PWD is towards postage/ intimation charges only and for others the fee includes postal charges of Rs.20/-.

- a) **Payment of Fee:** There is a Challan available on our website [www.hgb.co.in](http://www.hgb.co.in) , details of which is as follows:
  - **Fee Challan Form.**
- b) Candidates should download the Challan Form from the Bank's website [www.hgb.co.in](http://www.hgb.co.in).
- c) After filling up the required information on the form, they should make payment of the fee applicable to them in any branch of Haryana Gramin Bank 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 Interview 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, along with the paid fee Challan.

**Candidate should ensure that on deposit of fee, the branch issues him a receipt which includes the following information:**

- i) **Name of Branch**
- ii) **Branch Code No.**
- iii) **Transaction ID Number**
- iv) **Date of deposit**

**NOTE:**

- (i) The payment towards application fee can be made through CBS from any of the Branches of the **Haryana Gramin Bank**, by means of a Payment challan available in the **Bank's website [www.hgb.co.in](http://www.hgb.co.in)**.
- (ii) The payment towards application fee can be made between **11-06-2013 to 24-06-2013**.
  - a. Application fee & postage Charges should be paid through Fee Payment Challan.
  - b. Even if, the date of Online Registration is extended the date for payment of fee will remain unchanged i.e. **from 11-06-2013 to 24-06-2013**.
  - c. **Payment of Application fee and/or Postal Charges by Demand Draft/Cheque/Money Orders/Postal Order etc. will not be accepted.**
- (iii) The CBS fee payment challan contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan must be retained with the candidate after the necessary details such as Transaction ID , Branch Code etc. are filled in by the bank official.
- (iv) **Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.**

**8. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/OBC/PWD CANDIDATES IS AS UNDER:**

**(a) For SC/OBC:**

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary 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 Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**(b) For Persons with Disabilities:**

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

**9. SELECTION PROCEDURE:**

Selection will be made on the basis of performance in RRBs- Common Written Examination (CWE) conducted by IBPS in **September 2012** and **Personal Interview**. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ OBC/UR category.

**10. PERSONAL INTERVIEW:**

Having regard to the number of vacancies, Bank will call the candidates who will apply to bank and are short-listed, based on their **total weighted standard Scores (TWSS)**. Remaining applicants, if any will not receive an interview call from the Bank. The total marks for Interview will be 30 out of total 100 marks allotted for written test & Interview.

**11. INTERVIEW CENTRE:**

The Interview will be held at the following centre and the **date of Interview & address of the venue** will be advised in the call letters. The date of Interview & address of the venue will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

**Interview Centre :- Rohtak (Haryana)**

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

**12 GENERAL INSTRUCTIONS**

**Candidates are advised to note that if selected, they will be required to execute a bond of Rs. 50,000/- with surety for serving the Bank for a minimum period of two years and in the event of resignation from the post before the expiry of this period they must indemnify and refund to the Bank the said amount of the indemnity bond. The indemnity bond is to be executed by the finally selected candidates before joining the Bank.**

- (a) Before applying for the mentioned post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of 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 on this behalf.

Mere admission to the Written Test and/ or passing the test and being invited by the Bank for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Common Written examination (RRBs) and have been called for interview.

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 fact(s), 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.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "UR" or "UR Persons with Disabilities" as applicable. The Other Backward Class Certificates in the format as prescribed by the Govt. of India entitled "**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA**" and should invariably contain the 'NON-CREAMY LAYER CLAUSE' as on the closing date of online registration i.e. **24.06.2013**.
- (c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) Only candidate willing to serve anywhere in Haryana **should apply**.
- (f) Any request for change of address will not be entertained.
- (g) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at **Rohtak (Haryana)**.
- (h) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (i) **No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.**
- (j) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (k) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (l) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority, in addition to other certificates as specified above. **Candidates will also have to produce original caste certificate (as per the format for applying for appointment to posts under government of India) & other relevant certificates at the time of Interview**, failing which his/her candidature will be cancelled.
- (m) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of 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 the interview may lead to disqualification.**

**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 or should not suppress any material information while filling up the application form.

At the time of interview, if a candidate is (or has been) found guilty of

- (i) using unfair means during the selection process  
**or**
- (ii) impersonating or procuring impersonation by any person  
**or**
- (iii) misbehaving in the interview venue or taking away any documents from the venue  
**or**
- (iv) resorting to any irregular or improper means in connection with his/her candidature by selection  
**or**
- (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

### 13. **HOW TO APPLY**

- (i) **Candidates are required to apply online through Bank's website [www.hgb.co.in](http://www.hgb.co.in) between 11-06-2013 and 24-06-2013. No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal **email ID** (as specified in the online application form while applying for RRBs- Common Written Examination [CWE] conducted in September 2012) is kept active during the currency of a recruitment project. Bank may send call letters for Interview, etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website [www.hgb.co.in](http://www.hgb.co.in) and click on the link "Recruitment".
- (iv) Thereafter, open the Recruitment Notification.
- the candidate should take a printout of the fee payment challan.
  - Fill the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
  - Candidates can pay application fees in any of the branch of the Haryana Gramin Bank only.
  - Go to the nearest Haryana Gramin Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account Nos **80562100003427** with Haryana Gramin Bank. The details of fee to be paid is indicated above in para 7.
- Candidates may find out the required branch address from the Bank's website under head Branches of Haryana Gramin Bank across Haryana.**
- (v) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly authenticated by the Bank with **(a) Branch Name & code No, (b) Transaction id/Scroll number (c) Date of Deposit & amount** filled by the Branch Official.
- (vi) Candidates are now ready to Apply Online by re-visiting the "Recruitment" Link on the Bank's website [www.hgb.co.in](http://www.hgb.co.in) . **All the fields in the online Application format should be filled up carefully.**
- (vii) Carefully fill in the details such as fee payment details from the CBS Challan in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.
- (viii) **The transaction Id provided by the Branch after deposit of fee must be quoted in the application and the Original fee payment receipt i.e CBS challan will have to be submitted along with copy of Application submitted online & the Call Letter at the time of Interview. Without original CBS challan the candidate will not be allowed to appear in the Interview.** Candidates are also advised to keep a photocopy of the fee payment challan with them.
- (ix) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.**
- (x) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan) TO THE BANK AT THIS STAGE (be submitted at the time of Interview only).**
- (xi) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- (xii) **The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if short listed for Interview.**

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission if **short listed for Interview** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan).
2. Printout of the online application submitted.
3. Printout of IBPS Scores for the stipulated examination.
4. 8<sup>th</sup> or 10<sup>th</sup> standard examination Mark sheet in support of **local language i.e. Hindi**, as the case may be for eligibility criteria.
5. Attested copy of School/Board certificate/Birth certificate issued by Municipal authority as proof of age.
6. Attested copies of Mark sheets / certificates in support of Educational Qualification;
7. Attested copy of certificate of Computer Course, as applicable;
8. Caste / PWD any other related certificate as applicable.
9. Photo identity proof.
10. Personal Bio-Data Form (To be downloaded from Bank's website).
11. Any other relevant document

If selected for interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he/she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

**14. CALL LETTERS FOR THE PERSONAL INTERVIEW**

**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 registered/speed post.**

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Personal Interview **without which they will not be allowed to take up the Interview.**

**Date: 11.06.2013**

Place : Rohtak

**Chairman**

(Haryana Gramin Bank)