

	Narmada Jhabua Gramin Bank	
	Head Office: Indore 201, Arcade Silver 56, Near 56 Shops, 01, New Palasia, Indore (M.P.) - 452001	PHONE No.-0731-2549053-54-55-56 FAX No.- 0731-2432432 E-Mail; njgbhoindore@yahoo.com Website: www.njgb.in

Narmada Jhabua Gramin Bank invites applications from Indian citizens, for the post of Officer in Junior Management (Scale I) Cadre and Office Assistant (Multipurpose) from Indian citizens who have been declared qualified at the online CWE for RRBs conducted by IBPS during in September/ October 2013 and declared qualified.

Payment of Application Fees	27.01.2014 - 10.02.2014
Opening date for Online Registration	27.01.2014
Last Date for Online Registration	10.02.2014

(A)-DETAILS OF VACANCIES:

Sr. No	Post	SC	ST	OBC	Gen.	Total	Out of Which			
							PWD (Out of Which)			EXS
							VI	HI	OC	
1	Officer Scale-I	04	02	07	13	26	-	-	-	-
2	Office Assistant (Multipurpose)	28	37	28	93	186	02	02	02	18

NOTE :

- The numbers of vacancies as also the numbers 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	PWD	Persons with Disability	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXS	Ex-Serviceman

(B) SCALE OF PAY: Officer Scale –I- 14500-600/7-18700-700/2-20100-800/7-25700

Office Assistant (Multipurpose)-

7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300

(C) EMOLUMENTS: For Officer- (Basic Pay +Dearness All.[96.15%]+H.R.A.[6.50%])

For Officer Scale I -14500+13941.75+942.50=29384.25/-

For Office Asst.- (Basic Pay +Dearness All.[96.15%]+H.R.A.[7%])

Office Assistant (Multipurpose)7200+6922.80+504=14626.80/-

(D) PROBATION PERIOD:

Officer Scale I- Selected candidates will be on probation for 02 Years, which may be extended by the appoint Authority for a period not exceeding one year as per Service Rule.

Office Assistant (Multipurpose)- Selected candidates will be on probation for 01 Years, which may be extended by the appoint Authority for a period not exceeding six month as per Service Rule.

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 unreserved category and also the number of reserved vacancies are Provisional and may vary from time to time according to actual requirements of the Bank.

(E) ELIGIBILITY CRITERIA: Eligibility Criteria is to be considered as per RRBs CWE-II Advertisement published in Employment News/Rozgar Samachar Issue Dated 6th July – 12th July, 2013 released by IBPS and posted on the IBPS's website www.ibps.in.

II. **For Officer Scale-I and Office Assistant (Multipurpose)** Language Proficiency * - Candidates are required to possess proficiency in the Hindi Language and must have passed "**Hindi**" as one of the subject at **matriculation/ Xth Standard**

(F) Pre- Requisite Qualifications

Candidates who have been declared qualified in the RRBs-Online CWE conducted by IBPS in September/October 2013 should have obtained the following scores as given below.

For Office Assistant

Name of the Test	Qualifying Standard Score	
	SC/ ST/ SC-PWD/ ST-PWD/ SC-EXS/ ST-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
Cutoffs on Total Weighted Standard Score	88 & above	95 & above

For Officer Scale-I

Name of the Test	Qualifying Standard Score		
	SC/ST/ PWD	SC-PWD/ ST-	OBC/GEN/OBC-PWD/GEN-PWD
Reasoning	17 & above		19 & above
Quantitative Aptitude	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
Cut offs on Total Weighted Standard Score	95 & above		98 & above

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

Officer (Scale I)

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

Office Assistant (Multipurpose)

- Rs. 20/- for SC/ST/PWD/EXSM candidates.
- Rs.100/- for all others

Requisite Application Fee may be paid through CBS at any of the **Branches of Narmada Jhabua Gramin Bank**, situated in 14 districts i.e. Dewas, Shajapur, Agar, Khargone, Khandwa, Burhanpur, Barwani, Rajgarh, Sehore, Ujjain, Indore, Jhabua, Alirajpur and Dhar, by means of a Payment challan available in the **Bank's website**. **The mode of payment indicated in Para (L)(iv)(d)**

NOTE:

- (i) The payment towards application fee through CBS can be made between 10.30 a.m. to 2.30 p.m. between **27.01.2014** and **10.02.2014**.
- (ii) 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.
- (iii) 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.

(G) THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC / PWD CANDIDATES IS AS UNDER:

(a) For SC/ST/OBC:

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

(b) For Persons with Disabilities:

Authorized 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 Orthopedics, ENT or Ophthalmology, as the case may be,

(H) SELECTION PROCEDURE:

- **For Officer Scale-I**:- Selection will be made on the basis of performance in RRBs-Online CWE conducted by IBPS in September/October 2013, **(which result had declared on 05.11.2013)** and Performance in Personal Interview will be Conducted by Narmada Jhabua Gramin Bank. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS Plus Personal Interview Scores will be prepared in descending order under each SC/ST/OBC/UR category.

- **For Office Assistant (Multipurpose)**:- Selection will be made on the basis of performance in RRBs- Online CWE conducted by IBPS in September/October 2013, **(which result had declared on 05.11.2013)** and Performance in Personal Interview will be Conducted by Narmada Jhabua Gramin Bank. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS Plus Personal Interview Scores will be prepared in descending order under each SC/ST/OBC/UR category.

(I) PERSONAL INTERVIEW: Depending on the number of vacancies, Bank will call from among who have applied to bank, the number, equivalent to three times the number of vacancies short-listed by IBPS based on their **Total Weighted Standard Scores (TWSS)**. Remaining applicants, if any will not be called for the interview.

The total marks for Interview will be **30**. The minimum qualifying marks for Interview will be **12**, (**11** for SC/ST/PWD/OBC/EXSM).

(J) INTERVIEW CENTERS:

The Interview will be held **at the Indore centre** and the complete Address of the Venue is as under:

Narmada Jhabua Gramin Bank
Head Office -201 Arcade Silver, Near 56 Shops,
01 New Palasia, Indore (M.P.)-Pin Code 452 001

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

(K) GENERAL INSTRUCTIONS

- (a) Before applying for any of 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 Online CWE 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 Online CWE 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. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently **(i.e., issued on or after 01-04-2013 should be submitted at the time of Interview.**
- (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) **The candidates will have to appear for interview at their own expense. However, unemployed eligible SC/ST outstation candidates attending the interview will be reimburse to and fro II Class ordinary train/ Bus fare by the shortest root on Production of evidence of Travel. The bank will not be responsible for any injury of losses, etc. of any nature during their travel time.**
- (f) **Only candidate willing to serve anywhere in the operational area of the bank should apply.**
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at **Indore (M.P.)**.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (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/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 complete. Failure to produce the same photograph at the time of the interview may lead to disqualification.
- (n) **Selected candidates in Officer Scale-I, Office Assistant (Multipurpose) will have to execute Indemnity Bond as under. The Bond will be invocated in case if office Assistant (Multipurpose), Officer Scale-I leaves, resign, abandon the services.**

S. No.	Cadre	Indemnity Bond Amount (If leaves, resign before confirmation)	Probation period
1.	Office Assistant (Multipurpose)	Rs. 50,000/- (Rs. Fifty Thousand Only)	1 Yr.
2.	Officer Scale-I	Rs. 1,00,000/- (Rs. One Lac Only)	2 Yrs.

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.

(L) HOW TO APPLY

- (i) **Candidates are required to apply online through Bank's website www.njgb.in between **27.01.2014** and **10.02.2014**. 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- CWE-II conducted by IBPS in September/October 2013) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered post/ e-mail ID.
- (iii) Applicants can apply online by visiting the recruitment link on the Bank's website www.njgb.in and click on the link "Recruitment/Careers". All the fields in the online Application format should be filled up carefully.
- (iv) Thereafter, open the Recruitment Notification.
 - a) the candidate should take a printout of the fee payment challan
 - b) Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
 - c) Candidates can pay application fees in any of the branches of the **Narmada Jhabua Gramin Bank**, situated in 14 districts i.e. Dewas, Shajapur, Agar, Kargone, Khandwa, Burhanpur, Barwani, Rajgarh, Sehore, Ujjain, Indore, Jhabua, Alirajpur and Dhar.

- d) Go to the nearest **Narmada Jhabua Gramin Bank Branch** situated in 14 districts i.e. Dewas, Shajapur, Agar, Khargone, Khandwa, Burhanpur, Barwani, Rajgarh, Sehore, Ujjain, Indore, Jhabua, Alirajpur and Dhar **with the Fee payment Challan and pay, in Cash or NEFT. The appropriate Application Fee in CBS Account No. 042920110000078 of the Narmada Jhabua Gramin Bank. Our Bank's IFSC Code is BKID0NAMRGB**

↓
(Zero)

The detail of fee to be paid is indicated below:

Candidates may find out the required branch address from the Bank's website- www.njgb.in.

Officer (Scale I)

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

Office Assistant (Multipurpose)

- Rs. 20/- for SC/ST/PWD/EXSM candidates.
- Rs.100/- for all others

- (v) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/NEFT Counterfoil duly authenticated by the Bank with (a) **Branch Name & code No**, (b) **Transaction id/Scroll number/UTR No.** (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.njgb.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) **Original fee payment receipt i. e. CBS challan/NEFT Counter Foil Receipt will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan/NEFT Counter Foil Receipt 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 and surname 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/NEFT Counterfoil) to the bank at this stage.**
- (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 shortlisted for Interview.**

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

1. Original fee payment receipt (CBS challan/NEFT Counterfoil Receipt)
2. Printout of the online application submitted.
3. Printout of IBPS Scores for the stipulated examination.
4. 10th standard examination Mark sheet in support of **local language i.e. Hindi & Proof of Date of Birth.**
5. Attested copy of School leaving certificate or any other document as proof of age acceptable to the Bank.
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 which is issued by competent Authority.
9. Photo identity proof.
10. 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.

(M) CALL LETTERS FOR THE 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 post/courier.

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 Interview **without which they will not be allowed to take up the Interview.**

Date:- 27.01.2014

Place: Indore

**Chairman
Narmada Jhabua Gramin Bank**