



# KARNATAKA VIKAS GRAMEENA BANK

HEAD OFFICE: BELGAUM ROAD P B NO.111

DHARWAD-580 008

PERSONNEL & HUMAN RESOURCES DEVELOPMENT DIVISION

Phone No.: (0836) 2448626, 2448328, 2448267, 2217140, FAX : 0836 – 2796843 Grams:  
"GRAMBANK"

Ref : KVGB/88/PHRDD/2012

Date : 8.02.2012

## **Subject : Selection list of Office Assistant ( Multipurpose) FROM WAITING LIST**

In view of interview held from 09.01.2012 to 13.01.2012 for the post of Office Assistant ( Multipurpose ) following candidates are selected from Waiting List . All candidates are instructed to report to respective Branches/Offices on 23.02.2012 before 10.00 AM with required documents. Please note that any late or early joining and change in placement is not permissible. Candidates are advised to go through the appended format of offer/appointment letter. All required documents are to be produced to the Branch Manager in original before reporting for duty. We have already send the Offer of appointment letters to selected candidates . Those who have not received the same please contact K V G Bank Head Office PHRD Division.

### **FORMAT OF OFFER OF APPOINTMENT LETTER DISPATCHED TO ELIGIBLE CANDIDATES**

With reference to your application to the above post and consequent upon your selection through written test and interview, we are pleased to offer you an appointment in the Bank as Probationary **Office Assistant (Multipurpose)**. You are hereby posted to our \*\*\*\*\* Branch ( Taluk: \*\*\*\*\* District : \*\*\*\*\* ) to work as a probationary **Office Assistant (Multipurpose)** until further orders. Your appointment in the Bank is strictly subject to your acceptance of and compliance with the terms and conditions set out hereunder:

- 1 This appointment is subject to all the rules and regulations of the Bank as enjoined in Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations, 2010, as amended from time to time thereafter and notified through circulars issued in this regard. A copy of the said regulations will be provided to you at the time of joining to the Branch/ Office.
- 2 You shall produce the Original Caste Certificate issued by the Competent Authority to the effect that you belong to SC/ST/OBC category (applicable to SC / ST / OBC applicants) at the time of joining. OBC certificate shall be in the Annexure A format prescribed by Govt. of India and should have been issued on or after 30.08.2010.

- 3 Your appointment is provisional and is subject to verification and confirmation of your SC/ST/OBC status through prescribed channels. If the verification reveals that Certificate submitted by you is false and/or you do not belong to SC/ST/OBC community, your services will be terminated forthwith without Notice besides initiating action under the provisions of Indian Penal Code for production of false Caste/Tribe/Community certificate.
- 4 As per Regulation 8 (3) (a) of Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations, 2010, the period of your probation will be at the first instance for one year. The Bank may extend the probation for a further period of 6 months at its absolute discretion and defer confirmation in case your performance is found unsatisfactory.
- 5 During the period of your probation, you shall show proper aptitude towards work, acquire thorough knowledge of the Bank's Manual of Instructions, Circulars, Rules of Business, Policies, besides the procedures/system of working etc., of the Bank and be able to discharge the duties and responsibilities of a **Office Assistant ( Multipurpose )** with due diligence.
- 6 You shall possess the required level of computer literacy in MS DOS, Windows, MS Word, Excel, Networking etc., and if not, you shall acquire the same within a period of 6 months from the date of joining the Bank, failing which the Bank would be entitled to consider you unsuitable for confirmation/continuation in service.
- 7 Before deciding whether or not to confirm you in the services of the Bank, you may be required to undergo such tests whether written or oral, as may be prescribed with a view to assess your suitability or otherwise, to the post of **Office Assistant ( Multipurpose )** in the Bank.
- 8 You shall note that your confirmation in the Bank's service will also be subject to satisfactory report regarding your character and antecedents from police authorities. In case, the police enquiries are not completed before you become due for confirmation, you would be confirmed in the Bank's Service, if otherwise eligible, subject to satisfactory report from the Police Authorities. If Police Report later on turns out to be adverse, your services will be terminated.
- 9 Notwithstanding anything contained herein, your services are liable to be dispensed with at the sole discretion of the Bank without assigning any reason there for but with one month's notice or on payment of one month's pay and allowances in lieu of such notice.
- 10 At the end of the probationary period or the extended period, if you are found suitable for the post of **Office Assistant ( Multipurpose )**, you may be confirmed in the services of the Bank; otherwise your services will be

dispensed with. The Bank may terminate your services without assigning any reasons at any time during the probation.

- 11 You are liable for transfer from one branch to another branch or from branch to office or vice-versa in the entire operational area of the Bank from time to time at the sole discretion of the Bank. You have to reside only in the headquarters of the Branch/Office where you are posted.
- 12 The Bank may entrust you with such duties as it may deem fit including typing/computer operation. It shall be your bounden duty to discharge the duties, which are entrusted to you in the capacity of **Office Assistant (Multipurpose)** of the Bank.
- 13 You are expected to maintain proper and cordial public and staff relations and expected to keep confidential all the affairs of Karnataka Vikas Grameena Bank, its employees and its constituents.
- 14 You have to execute a bond agreeing to pay to the Bank a sum of Rs.30,000/- in the event of you leaving Bank's job within a period of 1 year from the date of joining in addition to satisfying the provision of Regulation 10 of Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations, 2010.
- 15 You are not permitted to take up any agency or any other work elsewhere. You are required to submit a declaration to the effect whether or not you are presently employed elsewhere. If you are having any such agency/employment at present, you should send your resignation for the same and produce original discharge certificate from your present employer while joining the services of the Bank. If you are self employed you should wind up your business and submit a declaration for having wound up such business.
- 16 You shall submit address of the Bank/Financial Institution from whom you have availed of any loan together with latest certificate issued by such Bank/Financial Institution on the status of your loan account. If you have not availed any loan you should submit a declaration accordingly.
- 17 Your Basic Pay is provisionally fixed at Rs 7200/- in the Pay Scale of 7200-400(3)-8400-500(3)-9900-600(4)-12300-700(7)-17200-1300(1)-18500-800(1)-19300. Dearness allowances & HRA as applicable according to the rates in force
- 18 During the probationary period, you will be eligible for such kind of leave, as per the leave rules of the Bank.
- 19 Please note that Bank reserves its right to cancel the appointment order without assigning any reason.

20 While reporting for duty you should submit the following documents to us through the Branch/ Office where you are hereby posted:

- a. Declaration in Schedule I, II and III appended to the Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations 2010. (Copies will be provided to you by the Branch / Office where you are posted)
- b. Original caste certificate issued by the competent authority if you belong to SC/ST/OBC category.
- c. Character certificates from 3 persons (not related to you), out of which, one must be from the Head of the Educational Institution, which you last attended, and one each from two respectable citizens of the place of your permanent residence.
- d. Three copies of your recent passport size photograph, with your name and date of joining written in Block letters on the reverse of the said photographs.
- e. A Physical Fitness Certificate duly certified by a Medical Officer not less than the rank of District Civil Surgeon.
- f. Employment Exchange Registration certificate/card or a declaration that you have not registered your name with any Employment Exchange.
- g. Declaration/Discharge certificate from the employer as per clause 15 here above.
- h. Declaration in respect of liabilities in terms of clause 16 here above.
- i. Joining Report.
- j. Duly executed Bond on a non-judicial stamp paper of requisite value ( at present Rs 100/-) agreeing to indemnify the Bank for a sum of Rs 30000/- in case you leave Bank's service within a period of one year from the date of joining the Branch/ Office. (Specimen copy of bond is enclosed).

21 If it is found later on that any of the information furnished by you is incorrect, your services are liable to be terminated without notice, as per rules of the Bank.

22 If you are agreeable to above terms and conditions, you are advised to confirm your acceptance in the enclosed letter which shall be sent to Head Office immediately either by Fax or Post so as to reach Head Office on or before 18.02.2012

23 If you are agreeable to the above terms and conditions please report to the Branch Manager \*\*\*\*\*Branch (Taluka: \*\*\*\*\* District : \*\*\*\*\*) on 23.02.2012 before 10A.M. and join for duty submitting all requirements as above. Your Probation will commence from the date of your joining as above. Please note that no extension of time for joining duty will be permitted.

24 No TA/DA is payable in respect of your journey to report at the Branch/ Office of posting.

25 Please note that the Bank reserve its right to recover the cost of your training, if necessary, in case you discontinue service in the Bank.

26 IF YOU DO NOT REPORT FOR DUTY AS PER THE ABOVE TERMS AND CONDITIONS, THIS OFFER STANDS CANCELLED AUTOMATICALLY.

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**ANNEXURE**

S No	Rollno	Full Name of Candidate	Branch	Taluk	Dist
1	1304072473	SEEMA MORE	Hirepadasalagi	Jamkhandi	Bagalkot
2	1104053359	SWETHA T	Hirekerur	Hirekerur	Haveri
3	1204071248	SADANAND SATWAR	Paramanadwadi	Raibhag	Belgaum
4	1104076329	SHRIDHAR.SHRISHAIL.HANJI	Adahalli	Athani	Belgaum
5	1104075337	MEGHA JV	Bankapur	Shiggaon	Haveri
6	1104075537	MEGHNA.R.KULKARNI	Shirahatti ( Gadag)	Shirahatti	Gadag
7	1104076397	CHANDRIKA RAMADAS KAMAT	B C Road	Bantwal	D K
8	1104075051	NITHIN BAIRY L	Kagineli	Byadagi	Haveri
9	1104075074	NAYANA HEGDE	Siddapur	Siddapur	U K
10	1304071899	AMARESH AIHOLI	Kondaguli	Sindagi	Bijapur
11	1104076406	VINAYAK WALI	Anagawadi	Bilagi	Bagalkot
12	1104074977	CHANDRANATH SHIRAGAR	Shirol	Mudhol	Bagalkot
13	1104075732	KARTIK NAGARAJ KAMAT	Chikkaunshi Hosur	Hangal	Haveri
14	1104075465	RAJESHWARI G DHANAWADEKAR	Belavatagi	Haliyal	U K
15	1104076224	RAVIKUMAR M S	Vajramatti	Mudhol	Bagalkot
16	1304072523	MANJARI G KULKARNI	Kanamadi	Bijapur	Bijapur
17	1104077014	MAHANTESH GOUDAPPANAVAR JINADATTA APPASAHEB	Tamba	Indi	Bijapur
18	1204071820	DINNIMANI	Muddapur	Mudhol	Bagalkot
19	1104077036	VARSHA NAIK	Hanagal	Hanagal	Haveri
20	1304072518	RAGHUVEER	Devanagaon	Sindagi	Bijapur
21	1104054367	M LAKSHMANA KUMAR	Kudupalli	Hirekerur	Haveri
22	1104052528	K KRISHNA CHAITHANYA	Kabbur	Haveri	Haveri
23	1104053343	KAMARTHI NAVEEN KUMAR	Guttal	Haveri	Haveri
24	1104052640	DUDEKULA MAHAMMAD VALI	Rattihalli	Hirekerur	Haveri
25	1104053191	BANGI.VENKATESH	Tilavalli	Hangal	Haveri
26	1104052783	A SOMASEKHAR	Adur	Hangal	Haveri
27	1204050612	RAGHAVENDRA CHITTA	Masuti	Basavan bagewadi	Bijapur
28	1104054696	SUDUGUNDU NAGARAJU	Kakol	Ranebennur	Haveri
29	1104053007	B SUDHAKAR	Sigli	Shirahatti	Gadag
30	1104053755	CHETAN DAGA	Kannolli	Sindagi	Bijapur
31	1104053718	Y R RAJESH	Loni B K	Indi	Bijapur
32	1104052900	K.VIRUPAKSHAPPA	Sindagi	Sindagi	Bijapur
33	1304010014	KAVITA SHANKAR RATHOD	Muddapur	Mudhol	Bagalkot
34	1104010322	HEMALATHA BV	Agadi	Haveri	Haveri
35	1204010218	DEEPA ASHOK POL	Nandagad	Khanapur	Belgaum
36	1104010948	RAJU H MADAR	Nidagundi ( B)	Basavan bagewadi	Bijapur
37	1204010030	VANDANA DHANAPAL GASTI	Hukkeri	Hukkeri	Belgaum

38	1104011371	REETA BABU CHAVAN	Peeranawadi	Belgaum	Belgaum
39	1304030758	VIJAYAKUMARA	Yaragal B K	Sindagi	Bijapur
40	1104031587	SUDHAKARA K	Gajendragad	Ron	Gadag
41	1204030568	MANJUNATH B KOMARSHETTI	Dhulkhed	Indi	Bijapur
42	1104032031	NITIN KUMAR D	Rattihalli	Hirekerur	Haveri

For any other clarification please contact K V G Bank Head Office Dharwad PHRD Division.

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## KARNATAKA VIKAS GRAMEENA BANK

HEAD OFFICE: BELGAUM ROAD P B NO.111

DHARWAD-580 008

PERSONNEL & HUMAN RESOURCES DEVELOPMENT DIVISION

Phone No.: (0836) 2448626, 2448328, 2448267, 2217140, FAX : 0836 – 2796843 Grams:  
"GRAMBANK"

Ref : KVGB/90/PHRDD/2012

Date : 09.02.2012

### **Subject : Selection list of Officer JMG Scale I Drawn from Waiting List**

in view of interview held from 17.01.2012 to 19.01.2012 for the post of Officer Scale I following candidates are drawn from Waiting List. All candidates are instructed to report to respective Branches/Offices on 23.02.2012 before 10.00 AM with required documents. Please note that any late or early joining and change in placement is not permissible. Candidates are advised to go through the appended format of offer/appointment letter. All required documents are to be produced to the Branch Manager in original before reporting for duty. We have already sent the Offer of appointment letters to selected candidates. Those who do not received the same on or before 16.02.2012 please contact K V G Bank Head Office PHRD Division.

### **FORMAT OF OFFER OF APPOINTMENT LETTER DISPATCHED TO ELIGIBLE CANDIDATES**

With reference to your application to the above post and consequent upon your selection through written test & interview, we are pleased to offer you, an appointment in the Bank, as probationary officer in JMG Scale I. You are hereby posted to our \*\*\*\*\* Branch/Office ( Tq:\*\*\*\*\* & Dist \*\*\*\*\* ) to work as a Probationary Officer Scale -I until further orders. Your appointment in the Bank is strictly subject to your acceptance of and compliance with the terms and conditions set out hereunder:

- 1 This appointment is subject to all the rules and regulations of the Bank as enjoined in Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations, 2010, as amended from time to time thereafter and notified through circulars issued in this regard. A copy of the said regulations will be provided to you at the time of joining to the Branch/ Office. The terms and conditions of your service are subject to Regulations, Rules and Guidelines framed by the Bank from time to time.
- 2 You shall produce the Original Caste Certificate issued by the Competent Authority to the effect that you belong to SC/ST/OBC category (applicable to SC/ST/OBC applicants) at the time of joining. OBC certificate shall be in the Annexure A format prescribed by Govt of India and should have been issued on or after 30.08.2010.
- 3 Your appointment is provisional and is subject to verification and confirmation of your SC/ST/OBC status through prescribed channels. If at any point of time, it is revealed that the certificate submitted by you is false and against facts and/or you do not belong to SC/ST/OBC category, your services

will be terminated forthwith without Notice, besides initiating action under the provisions of Indian Penal Code for production of such false certificate.

- 4 As per Regulation 8 ( 1 ) of Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations, 2010, the period of your probation will be, at the first instance, for two years. The Bank may extend the probation for a further period of one year at its absolute discretion and defer confirmation in case your performance is found unsatisfactory. Your confirmation in the Bank's service will be subject to suitability as assessed by us during the probation period.
- 5 During the period of your probation, you shall show proper aptitude towards work, acquire thorough knowledge of the Bank's Manual of Instructions, Circulars, Rules of Business, Policies, besides the procedures/system of working etc., of the Bank and be able to discharge the duties and responsibilities of an officer with due diligence.
- 6 You shall possess the required level of computer literacy in MS DOS, MS Word, Excel, Networking etc., and if not, you shall acquire the same within a period of 6 months from the date of joining the Bank at your own cost, failing which the Bank would be entitled to consider you unsuitable for confirmation/continuation in service.
- 7 Before deciding whether or not to confirm you in the services of the Bank, you may be required to undergo such tests whether written or oral, as may be prescribed with a view to assess your suitability or otherwise, to the post of Officer Scale I in the Bank.
- 8 You shall note that your confirmation in the Bank's service will also be subject to satisfactory report regarding your character and antecedents from police authorities. In case, the police enquiries are not completed before you become due for confirmation, you would be confirmed in the Bank's Service, if otherwise eligible, subject to satisfactory report from the Police Authorities. If Police Report later on turns out to be adverse, your services will be terminated.
- 9 Notwithstanding any thing contained herein, your services are liable to be terminated at the sole discretion of the Bank during probation period without assigning any reason there for with 1 month's notice or on payment of 1 months' pay in lieu of such notice.
- 10 At the end of the probationary period or the extended period, if you are found suitable for the post of **Officer Scale -I**, you may be confirmed in the services of the Bank; otherwise your services will be terminated. The Bank may terminate your services without assigning any reasons at any time during the probation.

- 11 You are liable for transfer from one branch to another branch or from branch to any other office or vice-versa in the entire operational area of the Bank from time to time at the sole discretion of the Bank. You have to reside only in the headquarters of the Branch/Office where you are posted until & unless, you are otherwise permitted in writing by the Bank.
- 12 The Bank may entrust you with such duties as it may deem fit. It shall be your bounden responsibility to discharge the duties, which are entrusted to you as an Officer of the Bank.
- 13 You are expected to maintain proper and cordial public and staff relations and expected to keep confidential all the affairs of Karnataka Vikas Grameena Bank, its employees and its constituents.
- 14 You have to execute a bond agreeing to pay to the Bank a sum of Rs.50,000/- in the event of you leaving Bank's job within a period of 2 years from the date of joining in addition to satisfying the provision of Regulation 10 of Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations, 2010.
- 15 You are not permitted to take up any agency or any other work / employment whatsoever. You are required to submit a declaration to the effect whether or not you are presently self-employed/employed elsewhere. If you are having any such agency/employment at present, you should send your resignation for the same and produce original discharge certificate from your present employer while joining the services of the Bank. If you are self employed you should wind up your business and submit a declaration for having wound up such business.
- 16 You are required to submit to us within a period of 15 days of your joining the duties, a statement of Assets and Liabilities in terms of Regulation No. 28(1) of the Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations, 2010.
- 17 You shall submit address of the Bank/Financial Institution from whom you have availed of any loan together with latest certificate issued by such Bank/Financial Institution on the status of your loan account if any. If you have not availed any loan you should submit a declaration accordingly.
- 18 Your Basic Pay is fixed at Rs 14,500/- in the Pay Scale of Rs.14,500 – 600 (7) – 18,700 – 700 (2) – 20100 – 800 (7) – 25700. Dearness allowances & HRA as applicable according to the rates in force is payable to you.
- 19 During the probationary period, you will be eligible for such kind of leave, as per the leave rules of the Bank.

- 20 Please note that Bank reserves its right to cancel the appointment order without assigning any reason.
- 21 While reporting for duty you should submit the following documents to the Branch/ Office where you are hereby posted:
- a. Declaration in Schedule I, II and III appended to the Karnataka Vikas Grameena Bank (Officers & Employees) Service Regulations 2010. ( Copies will be provided to you by the Branch / Office where you are posted )
  - b. Original caste certificate issued by the competent authority if you belong to SC/ST/OBC category.
  - c. Character certificates from 3 persons (not related to you), out of which, one must be from the Head of the Educational Institution, which you last attended, and one each from two respectable citizens of the place of your permanent residence.
  - d. Three copies of your recent passport size photograph, with your name and date of joining written in Block letters on the reverse of the said photographs.
  - e. A Physical Fitness Certificate duly certified by a Medical Officer not less than the rank of District Civil Surgeon.
  - f. Employment Exchange Registration certificate/card or a declaration that you have not registered your name with any Employment Exchange.
  - g. Declaration/Discharge certificate from the employer as per clause 15 here above.
  - h. Declaration in respect of liabilities in terms of clause 17 here above.
  - i. Joining Report.
  - j. Duly executed Bond on a non judicial stamp paper of requisite value ( at present Rs 100/-) agreeing to indemnify the Bank for a sum of Rs 50000/- in case you leave Bank's service within a period of two year from the date of joining the Branch/ Office. (Specimen copy of bond is enclosed).
- 22 If it is found later on that any of the information furnished by you is false/incorrect, your services are liable to be terminated without notice, as per rules of the Bank.
- 23 If you are agreeable to above terms and conditions, you are advised to confirm your acceptance in the enclosed letter which shall be sent to Head Office immediately either by Fax or Post so as to reach Head Office on or before **18.02.2012**
- 24 If you are agreeable to the above terms and conditions, please report to the Branch Manager \*\*\*\*\*1 Branch on **23.02.2012** before 10 AM and join for duty submitting all requirements as above. Your probation will

commence from the date of your joining as above. Please note that no extension of time for joining duty will be permitted.

25 No TA/DA is payable in respect of your journey to report at the branch / Office of posting.

26 Please note that the Bank reserves its right to recover the cost of your training, if necessary, in case you discontinue service in the Bank.

27 IF YOU DO NOT REPORT FOR DUTY AS PER THE ABOVE TERMS AND CONDITIONS, THIS OFFER STANDS CANCELLED AUTOMATICALLY.

**LIST OF SELECTED CANDIDATES FROM THE WAITING LIST FOR THE POST OF OFFICER JMG SCALE I WITH POSTING.**

S No	Rollno	Full_Name	Branch/Office	Taluk	District
1	1103073253	BHAGYASHREE JAHAGIRDAR	Belgaum MSME Branch	Belgaum	Belgaum
2	1103074821	GANGADHAR	Laxmeshwar	Shirahatti	Gadag
3	1103073670	SOUMYA	Regional Office Dharwad	Dharwad	Dharwad
4	1103073238	SAMEER H. KULKARNI	Ashram Road-Bijapur	Bijapur	Bijapur
5	1103052798	MALLIKARJUNA B	Hanagal	Hanagal	Haveri
6	1103085235	VISHWA KURADIKERI	Vidyanagar- Haveri	Haveri	Haveri
7	1103052186	M LAKSHMANA KUMAR	Naregal( Hanagal)	Hanagal	Haveri
8	1103052993	VEERESH	Ingalahjalli	Hubli	Dharwad
9	1203010177	SUNEEL BABU CHAVAN	Loni B K	Indi	Bijapur
10	1303030415	HANAMANT KOLLANNAVAR	Athani	Athani	Belgaum
11	1103031030	HARSHAVARDHANA MURALIDHAR ADNUR	Benadi	Chikkodi	Belgaum

For any other clarification please contact K V G Bank Head Office Dharwad PHRD Division.

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