



MAHARASHTRA GRAMIN BANK

(Sponsored by Govt. of India, Govt. of Maharashtra and Bank of Maharashtra)

Head Office, Shivajinagar, Nanded-431 602

Phone 02462 - 241401, 243368, Fax 02462 - 235639, 232736

e mail : nnd_mgb@sancharnet.in

Visit: www.mahagramin.in

OFFICE ASSISTANT (Multipurpose) Joining of WAITLISTED candidates on 01.03.2012 at H.O. Nanded

List of Waitlisted Candidates & Copy of Offer of employment letter enclosed.

Kindly note as above

Sd/-
GENERAL MANAGER

Encl: As above

LIST OF WAITLISTED OFFICE ASSISTANTS:

Offer of Employment letters issued to following Office Assistant (Multipurpose) waitlisted (declared) candidates;

Sr.	Roll No.	Name	Category	Remark
1	1207001664	Laddha Atul Rameshchandra	General	
2	1207001924	Shaikh Imran Sattar	General	
3	1207001515	Dhage Gangadhar Prakashrao	General	
4	1107001964	Sonvalkar Shital Vishnudas	General	
5	1207001416	Ankush Anil Kanhe	General	
6	1207002003	Tat Youraj Ramkrishan	General	
7	1107001666	Kendre Deepak Baburao	General	
8	1101000788	Umesh Chandan Wasnik	SC	
9	1103000866	Amol Pundlikrao Chandekar	ST	
10	1105001182	Manali Dhanraj Dhok	OBC	



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HO/Staff/

/2012

Date: 13.02.2012

OFFER OF EMPLOYMENT

This has reference to your application in response to Bank's advertisement on Bank's Website and also published in Daily Sakal & Daily Lokmat dated 15.03.2011 & 16.03.2011 respectively for the post of Office Assistant (Multipurpose) and your subsequent selection through written test and interview. We are pleased to inform you that you have qualified for appointment as Office Assistant (Multipurpose) in Maharashtra Gramin Bank. However, your appointment as Office Assistant (Multipurpose) is subject to the certificate of Medical fitness given by the Bank's Doctor (at the time of joining at Nanded) / Civil Surgeon, as well the acceptance of this offer unconditionally on following terms;

1	You will be appointed as Office Assistant (Multipurpose) on probation in grade/ pay scale (Rs. 7200-400/3 - 8400 - 500/3 - 9900- 600/4 - 12300- 700/7 - 17200- 1300/1 - 18500- 800/1 -19300) w.e.f. date of joining.
2	You will draw a pay of Rs. 7200/- (Rs. Seven thousand two hundred only) per month in the scale as stated above. You will be eligible for Dearness Allowance, House Rent Allowance and Other admissible allowance as per service rules framed by the Bank from time to time.
3	You will be on probation for a period of One year from the date of joining.
4	You will be entitled to the first increment in the scale after completion of one year's satisfactory service from the date of joining the Bank, but this would not amount to confirmation in service explained in para 7 below
5	At the time of joining you would have to furnish Cash Security/ Personal Security of Rs. 1,000/- (Rs. One thousand only).
6	You are also liable to be posted/ transferred to any place where the Bank has or may have a Branch /Office and any institution Sponsored by our Bank, according to exigencies/ requirements of the Bank.
7	You will be confirmed in the Office Assistant (Multipurpose) Cadre only if in the opinion of the Competent Authority your work performance and conduct during the period of probation is satisfactory, otherwise the period of probation may be extended for a period not exceeding one year. During the period of probation including the period of extension, if any, if the competent authority is of the opinion that you are not fit for confirmation, your services would be liable to be terminated by giving you one month's notice or pay in lieu of notice
8	Subject to para 7 above, the Bank may terminate your service by giving you one months' notice in writing or by paying you one month's emoluments in lieu thereof.
9	In the event you tender the resignation, you will not be relieved from the Banks service unless your resignation is accepted by the competent authority.
10	<u>Rules regarding Termination of Service by Notice:</u>
	a) You shall not leave or discontinue service in the Bank without first giving notice in writing to the the Bank of your intention to leave or discontinue the service.
	b) The period of notice required shall be three months in case of confirmed Officer/ confirmed Employee and One month in case of Officer/Employee who is on probation.
	c) In case of breach of the provisions of 10 (a) & (b) above, you shall be liable to pay to the Bank as compensation a sum equal to "Emoluments" for the period of notice required you.
	d) You shall also be liable to refund the pay or allowances or both, if any, drawn by you while on training & make good the training expenses, incurred by the Bank or Sponsor Bank for deputing you for training.
11	During probation period, you will have to undergo practical/ theoretical training according to convenience of the Bank.
12	In case this offer is acceptable to you, you will be posted at any branch/ office of the Bank and accordingly you should communicate your acceptance immediately by returning the enclosed copy of this offer duly signed and dated by you with endorsement regarding " <u>the offer within is accepted by me unconditionally and I am willing to join the Bank as Office Assistant (Multipurpose) on the terms and conditions mentioned in this offer.</u> "

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13	You will have to submit to us attested copies of the T.C., Degree Certificate, Mark memo, other certificates etc. alongwith letter of acceptance if the same are not earlier forwarded to us.
14	The appointment is provisional and is subject to the community certificate being verified through proper channels. 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.
15	If your claim of belonging to SC, ST & OBC is later on found to be false, your service are liable to be terminated without any further notice.
16	You should report to Bank's Head Office, Shivajinagar, Nanded (Phone 02462 - 243368, 645809, 248403, 235039) with this offer of employment for further instructions of posting, documents verification and completion of joining formalities <u>ON 01 st March 2012.</u> After completion of joining formalities you will be posted as Office Assistant (Multipurpose) to any of our Branches / Offices of the Bank. You should report to the Branches/Offices after completing all the formalities as per order issued by the Bank.
17	At the time of joining the Bank you will have to produce the necessary discharge certificate from the previous employer if you are already in employment.
18	As per rule you will have to produce Service Bond before joining the duty, undertaking to serve the Bank for a period not less than 3 years from the date of appointment as an Office Assistant on probation failing which you shall have to pay to the Bank Rs. 5,000/- only in addition to Rules under Para 10 above.
19	You will have to produce Medical Fitness certificate either of Civil Surgeon of your District or of Bank's doctor before joining the duty.
20	You have to give an undertaking of having no history of criminal case/ conviction against you and antecedents if any found subsequently by the Bank, your services would be terminated without inquiry. Bank also reserves its right to investigate further if necessary in the matter of criminal case/ conviction.
21	You have to give character certificate from atleast two respectable persons not related to you.
22	If you do not report alongwith required certificates as stated above, it will be treated that you are not interested in joining our Bank and Offer of Employment given herein is rejected by you and your name will be deleted from the select list of candidates permanently and Bank will be free to proceed further in the matter.
23	As a Office Assistant (Multipurpose) you will be governed by Maharashtra Gramin Bank Officers and Employees Service Regulations 2010 amended from time to time.
24	The probation period is liable to be extended to the extent of leave without pay, unauthorized absence during the Probation period.

GENERAL MANAGER

To
Shri/Smt.

PLACE FOR ENDORSEMENT AS PER PARA 12 ABOVE:

"The offer within is accepted by me unconditionally and I am willing to join the Bank as Office Assistant (Multipurpose) on the terms and conditions mentioned in this offer."

Signature

Date:

(Shri/Smt. _____)

Roll No. _____



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OFFICER JMG 1 Joining of
WAITLISTED candidates on 01.03.2012 at H.O. Nanded

List of Waitlisted Candidates &
Copy of Offer of employment letter enclosed.

Kindly note as above

Sd/-
GENERAL MANAGER

Encl: As above

LIST OF WAITLISTED OFFICE ASSISTANTS:

Offer of Employment letters issued to following Officer JMG 1 waitlisted (declared) candidates;

Sr.	Roll No.	Name	Category	Remark
1	1102071656	SAURABH GOVINDRAO YEGAONAKR	GEN	
2	1202071807	MISS. JADHAV PRIYANKA SHANKAR	GEN	
3	1202071876	PARWE SACHIN PRABHAKAR	GEN	
4	1302071313	PRASHANTKUMAR AMARSINGH RATHOD	GEN	
5	1102071504	NANDKUMAR VAIJNATHAPPA KHENGTE	GEN	
6	1202071454	ABHISHEK VIJAYCHANDJI SURANA	GEN	
7	1302010058	BHARATBHUSHAN RAMTEKE	SC	
8	1102010381	PATIL GOVIND KISHANRAO	SC	
9	1302010580	VISHAL YASHWANT KAMBLE	SC	
10	1302030629	JITENDRA PANDIT GAIKWAD	ST	
11	1102030736	SUDARSHAN NAMDEVRAO KALEWAD	ST	
12	1202051087	KUSAT RAMESH AMBADAS	OBC	
13	1202051072	KISHOR DHARMARAJ LATPATE	OBC	
14	1302050931	RAKSHA DASHRATH JADHAO	OBC	

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HO/Staff/

/2012

Date: 13.02.2012

OFFER OF EMPLOYMENT

This has reference to your application in response to Bank's advertisement on Bank's Website and also published in Daily Sakal & Daily Lokmat dated 15.03.2011 & 16.03.2011 respectively for the post of Officer Junior Management Grade I and your subsequent selection through written test and interview. We are pleased to inform you that you have qualified for appointment as Officer Junior Management Grade I in Maharashtra Gramin Bank. However, your appointment as an Officer Junior Management Grade I is subject to the certificate of Medical fitness given by the Bank's Doctor (at the time of joining at Nanded) / Civil Surgeon, as well the acceptance of this offer unconditionally on following terms;

1	You will be appointed as Officer Junior Management Grade I on probation in grade/ pay scale (Rs. 14500 - 600/7 - 18700 - 700/2 - 20100- 800/7 - 25700) w.e.f. date of joining.
2	You will draw a pay of Rs. 14500/- (Rs. Fourteen thousand five hundred only) per month in the scale as stated above. You will be eligible for Dearness Allowance, House Rent Allowance and Other admissible allowance as per service rules framed by the Bank from time to time.
3	You will be on probation for a period of Two years from the date of joining.
4	You will be entitled to the first increment in the scale after completion of one year's satisfactory service from the date of joining the Bank, but this would not amount to confirmation in service explained in para 7 below
5	During probation period, you will have to undergo practical/ theoretical training according to convenience of the Bank.
6	You are also liable to be posted/ transferred to any place where the Bank has or may have a Branch /Office and any institution Sponsored by our Bank, according to exigencies/ requirements of the Bank.
7	You will be confirmed in the Officer Junior Management Grade I Cadre only if in the opinion of the Competent Authority your work performance and conduct during the period of probation is satisfactory, otherwise the period of probation may be extended for a period not exceeding one year. During the period of probation including the period of extension, if any, if the competent authority is of the opinion that you are not fit for confirmation, your services would be liable to be terminated by giving you one month's notice or pay in lieu of notice.
8	Subject to para 7 above, the Bank may terminate your service by giving you one months' notice in writing or by paying you one month's emoluments in lieu thereof.
9	In the event you tender the resignation, you will not be relieved from the Banks service unless your resignation is accepted by the competent authority.
10	<u>Rules regarding Termination of Service by Notice:</u>
	<p>a) You shall not leave or discontinue service in the Bank without first giving notice in writing to the the Bank of your intention to leave or discontinue the service.</p> <p>b) The period of notice required shall be three months in case of confirmed Officer/ confirmed Employee and One month in case of Officer/Employee who is on probation.</p> <p>c) In case of breach of the provisions of 10 (a) & (b) above, you shall be liable to pay to the Bank as compensation a sum equal to "Emoluments" for the period of notice required you.</p> <p>d) You shall also be liable to refund the pay or allowances or both, if any, drawn by you while on training & make good the training expenses, incurred by the Bank or Sponsor Bank for deputing you for training.</p>
11	In case this offer is acceptable to you, you will be posted at any branch/ office of the Bank and accordingly you should communicate your acceptance immediately by returning the enclosed copy of this offer duly signed and dated by you with endorsement regarding " <u>the offer within is accepted by me unconditionally and I am willing to join the Bank as Officer Junior Management Grade I on the terms and conditions mentioned in this offer.</u> "
12	You will have to submit to us attested copies of the T.C., Degree Certificate, Mark memo, other certificates etc. alongwith letter of acceptance if the same are not earlier forwarded to us.

..2.

13	The appointment is provisional and is subject to the community certificate being verified through proper channels. 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.
14	If your claim of belonging to SC, ST & OBC is later on found to be false, your service are liable to be terminated without any further notice.
15	You should report to Bank's Head Office, Shivajinagar, Nanded (Phone 02462 - 243368, 645809, 248403, 235039) with this offer of employment for further instructions of posting, documents verification and completion of joining formalities ON 01.03.2012. After completion of joining formalities you will be posted as Officer Junior Management Grade I to any of our Branches / Offices of the Bank. You should report to the Branches/Offices after completing all the formalities as per order issued by the Bank.
16	At the time of joining the Bank you will have to produce the necessary discharge certificate from the previous employer if you are already in employment.
17	As per rule you will have to produce Service Bond before joining the duty, undertaking to serve the Bank for a period not less than 3 years from the date of appointment as an Officer Junior Management Grade I on probation failing which you shall have to pay to the Bank Rs.5,000/- only in addition to Rules under Para 10 above.
18	You will have to produce Medical Fitness certificate either of Civil Surgeon of your District or of Bank's doctor before joining the duty.
19	You have to give an undertaking of having no history of criminal case/ conviction against you and antecedents if any found subsequently by the Bank, your services would be terminated without inquiry. Bank also reserves its right to investigate further if necessary in the matter of criminal case/ conviction.
20	You have to give character certificate from atleast two respectable persons not related to you.
21	If you do not report alongwith required certificates as stated above, it will be treated that you are not interested in joining our Bank and Offer of Employment given herein is rejected by you and your name will be deleted from the select list of candidates permanently and Bank will be free to proceed further in the matter.
22	As an Officer Junior Management Grade I you will be governed by Maharashtra Gramin Bank Officers and Employees Service Regulations 2010 amended from time to time.
23	The probation period is liable to be extended to the extent of leave without pay, unauthorized absence during the Probation period.

CHAIRMAN

To
Shri/Smt.

PLACE FOR ENDORSEMENT AS PER PARA 12 ABOVE:

"The offer within is accepted by me unconditionally and I am willing to join the Bank as Officer Junior Management Grade I on the terms and conditions mentioned in this offer."

Signature

Date:

(Shri/Smt. _____)

Roll No. _____