

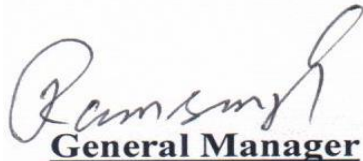
16.10.2015

Notice for Appointment from Panel of Office Assistant (M)

It has been decided to call candidates for the post of Office Assistant (M) from panel as per their merit for the vacant post in the Bank.

Following Candidates are being called for the post of Office Assistant (M). They have to report on 06.11.2015 at our Head Office, Begusarai with complete documents given hereunder:

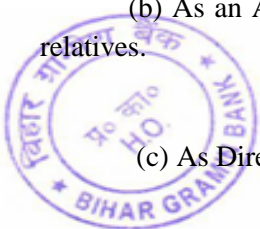
S No	ROLL NO.	NAME	CATEGORY
1	2940709777	DEEPAK KUMAR	GENERAL
2	3000714131	SOMNATH SHAW	GENERAL
3	1900701027	PRAMOD KUMAR	GENERAL
4	1440717871	DHIRENDRA TIWARY	GENERAL
5	1440726370	SHUBHAM SHIVAM	GENERAL
6	1440715124	VIJAY KUMAR SINGH	GENERAL
7	1450701075	NITISH KUMAR	GENERAL
8	2940731117	ANOOP KUMAR TIWARI	GENERAL
9	1430704337	RAGINI KUMARI	GENERAL
10	2940702219	KESHAV KUMAR	GENERAL
11	1440723837	DEV DOOT UPADHYAY	GENERAL
12	1450703589	GOURAV KR MISHRA	GENERAL
13	1440507247	PAPPU KUMAR	OBC
14	1430501107	KUNDAN KUMAR	OBC
15	1430501005	AVINASH KUMAR	OBC
16	1400501912	RAVI SHANKAR	OBC
17	3130509638	MANISH KUMAR	OBC
18	1430504837	PAPPU KUMAR YADAV	OBC
19	1430504609	PANKAJ KR YADAV	OBC
20	1430503786	AMARJEET KUMAR	OBC
21	1450501950	RAJ KUMAR	OBC
22	1420501127	MUKESH KUMAR	OBC
23	3130501619	GOPI KUMAR	OBC
24	2940510138	RAKESH KUMAR	OBC


General Manager

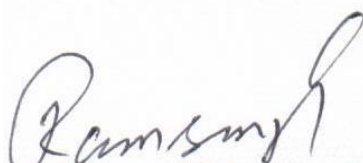
NOTICE FOR REPORTING AS AN OFFICE ASSISTANT (M)

TERMS & CONDITION FOR JOINING AS AN OFFICE ASSISTANT (M)

1. (a) You have to report at Bank's Head Office on 06th November' 2015 (as advised below) with Certificate in support of your character issued within last three month from two Gazetted officers on the prescribed format (If not Submitted during Interview).
- (b) You have to produce fitness certificate from a Medical Officer not below the rank of a Civil Surgeon on prescribed format in support of your physical and mental fitness for efficient service in the Bank.
- (c) You have to produce Original Certificates, Marks Sheets and Admit Cards of Educational Qualification related 10th Class to Graduation as applicable for the post for which you have applied.
You have to submit your original educational certificates in Bank for the purpose of verification from concern institutions.
- (d) You have to produce original letter of relieving from the present employer, if any,
- (e) SC / ST / OBC Candidate must bring caste certificate / OBC (Non-Creamy Layer) Certificate in original, issued by the Competent Authority. The OBC (Non-Creamy Layer) Certificate should be issued by the Competent Authority (not below SDO rank officer) in the prescribed format within one year as on 01.06.2014.
- (f) PWD candidates should have to produce Disability Certificate issued by the Competent Authority as per provision of IBPS, Mumbai.
2. Two copies of your same Passport size photographs which were pasted in your call letters (for written examination & interview) along with other documents given on our website must be brought & submitted on your reporting.
3. You have to produce your "AADHAR CARD" for the purpose of your identity proof.
4. You have to furnish a BOND with the condition to remain in Bihar Gramin Bank's service for a period of Two years or payment of a sum of Rs 100000/- (Rupees One Lac) only as compensation to the Bank. The Bond should be signed by some respectable person, whose copy of KYC, having address should be submitted with the said BOND.
5. You have to submit your original educational certificates in Bank for the purpose of verification from concern institutions.
6. You will be on probation for a period of ONE YEAR which may be extended; you will be confirmed in the Bank's service thereafter, subject to the Bank's satisfaction with your performance, service record and conduct.
7. You shall serve the Bank in such capacity and at such place as you may be directed from time to time by the bank, and shall devote your whole time and attention to the Bank's work.
8. During your employment in the Bank , you shall not engage yourself directly or indirectly –
 - (a) In any business or profession other than that of the Bank.
 - (b) As an Agent or canvasser / do insurance business, either in your own name or in the name of your close relatives.
 - (c) As Director of any Limited Company or a partner in a partnership firm or interest in any venture of profit.
9. Your service in the Bank will be governed by Bihar Gramin Bank (Officers and Employees) Service Regulation 2010 (Amended 2013) and subject to change if any, as per instruction / guidelines issued by Sponsor Bank/ NABARD/ Board of the Bank.



10. The Bank shall be entitled at its sole discretion to terminate your services at any time during the period of your probation, if your services and / or conduct are considered unsatisfactory or replied from the referees offered by you regarding your conduct and character are either not forthcoming or considered not satisfactory.
11. During probation, your employment is terminable at any time by one month's notice or payment of one month's emoluments in lieu thereof on either side.
12. Your services are transferable solely at the discretion of the Bank at any center where the Bank has its offices / branches at present or may open in future.
13. The Bank shall be the sole judge in all matters regarding your work conduct and capacity and of the Bank's requirement and its decision regarding your fitness or otherwise for continued training or retention in service and confirmation shall be final.
14. Initially , you will be posted at any office / Branch of the Bank for job training and subject to your suitability and / or successful completion of probation period, you will be advised your regular posting depending upon the Bank's requirement.
15. Your posting for job training during the period of probation will not be deemed to be temporary posting for any purpose whatsoever and you will have to make your own arrangements for your stay at such center. You will also not be entitled to Diem allowance during the period of probation and training.
16. No traveling or any other allowance / expenses will be payable to you for your reporting to the Bank on duty at the first place of your posting.
17. **Your above appointment is provisional and subject to verification of essential documents, declarations and information submitted by you to the Bank. If any document, declaration, information is /will be found to be false, the Bank will be at liberty to terminate your services immediately without assigning any reason.**
18. If you are agree with the above terms & conditions, **please submit a copy of this letter of Offer for appointment after putting your signature thereon in token of your acceptance to us on 06th November' 2015 at Bank's Head Office, Gramin Bank Chowk, Begusarai (Bihar) at 09.00 AM,** failing which , it would be construed that you are not interested in our offer and in such case this offer for your employment shall automatically be treated as lapsed and withdrawn.
19. **Candidates who failed to submit the required certificates / documents on the date of reporting or with incomplete certificates/ documents will not be allowed to join.**


General Manager



ON STAMP PAPER AS APPLICABLE AS OF BOND

(Rs 100/- Non Judicial Stamp)

BOND TO BE EXECUTED BY OFFICE ASSISTANT (M)

Whereas I, -----Son/Daughter of-----

Resident of -----Distt. -----State-----have been appointed as JMG Scale-I officer in group 'B' in Bihar Gramin Bank in terms of Bank's appointment letter No-----dated----- . I ----- appointed as Officer Junior Management Scale I hereby state that I shall not leave the service of the Bank till completion of Two years period from the date of joining. In the event I leave or propose to leave the service of the Bank before expiry of the aforesaid 2 (Two) year period, I shall pay to the Bank a sum of Rupees One Lakh only as liquidated damages before leaving the Bank or before being relieved from Banks service. I bound myself and undertake to pay the aforesaid amount of Rupees One Lakh only without any demur merely on demand by the Bank. In case of any breach of these terms on my part, Bank shall be entitled to take suitable legal steps to recover the said amount of Rupees One Lakh only from me.

The amount specified above shall constitute a debt owing to the Employer-Bank and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate 12% per anum till payment.

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signature in the presence of the witnesses.

Signed and delivered by the party of the first part i.e. the Employee having read and understood the contents terms of this Agreement.

Executed on -----day of -----2015 at

(Signature of Executants')

Name:

Post of Appointment: Office Assistant (M)

Place:

Surety: (KYC of Surety should be enclosed with this Bond)

1. Signature-
2. Name-
3. Address-
4. Contact no:

WITNESS : Signature:

Name & Address:

FORM OF CERTIFICATE OF CHARACTER

Certified that I know Mr./Ms.Son/Daughter/Spouse of
Shri.....resident of At.....,
Post.....P.S.....Distt.at present residing At:
..... Post:.....P.S:.....Dist: since lastyears.

His / Her conduct and behavior are good. He / She is not involved in any activity which will make him / her unsuitable for a responsible position in Government employment or Corporate employment.

Signature of Gazetted Officer with Seal

Name of Officer:

Post:

Contact no:

FORM OF CERTIFICATE OF CHARACTER

Certified that I know Mr./Ms.Son/Daughter/Spouse of
Shri.....resident of At.....,
Post.....P.S.....Distt.at present residing At:
..... Post:.....P.S:.....Dist: since lastyears.

His / Her conduct and behavior are good. He / She is not involved in any activity which will make him / her unsuitable for a responsible position in Government employment or Corporate employment.

Signature of Gazetted Officer with Seal

Name of Officer:

Post:

Contact no.

FORM OF MEDICAL CERTIFICATE

1	Name:		
2	Date of Birth:		
3	Father's/Spouse's Name:		
4	Identification Mark:		
5	Chest Size:		
6	Chest Expandability:		
7	General	Build	Height
		Anemia	Weight
8	CVS	Heart Rate & Rhythm	ECG
		B.P. Supine Sitting	Standing
9	RS:	NO Investing Required if NAD	
10	Hydrocele & Hernial Orifices		
11	CNS: Whether any abdominally detected		
12	Vision	Spectacles (Power) VA :	
13	Prostate enlargement		Hydrocele
14	Ears	Hearing	
15	Present Medications:		
16	Past History:	(a) Medical	(b) Surgical
17	Drug Allergies:		
18	Family History: Any Hereditary disease		
19	Blood	Hemoglobin:	DC:
20	Blood Group & Rh Type:		
21	VDRL:		
22	Glucose Tolerance:		
23	Urine Examination:	FBS	
24	X-Ray Chest, P.A. View (Optional)	PPBS	

I do hereby certify that I have examined Sri/Smta candidate for employment in **Bihar Gramin Bank** and cannot discover that he/she has any disease, constitutional affection, or bodily infirmity except.....

I consider/ do not consider this s; disqualification for employment under Bihar Gramin Bank. His/ Her age according to his/her own statement isyear, and by appearance about.....year.

Place:

Date:

Signature of Medical Officer

(Civil Surgeon or a Medical Officer authorized

by the Civil Surgeon)

Signature of Candidate:.

Regd. No:-

Seal :-

Attested:

NB: (Signature of the candidate to be attested by the certifying Medical Officer)

(On Non-Judicial Stamp Paper worth of Rs 100/-)

DECLARATION-CUM -AFFIDAVIT BY THE CANDIDATE:

In the court of.....Executive Magistrate,

AFFIDAVIT

My Selection as an Office Assistant (M)

I,, age about..... years, son / daughter / wife of
.....born at..... on date,resident of
AT-.....,POST.....,P.S.....Dist..... at present residing At-
..... PO.....,Dist- do hereby declare on oath the
following facts that:

1. The information given by me to the bank regarding my age, Educational Qualifications. Nationality, Caste, percentage of mark obtained in the qualifying examinations, present employment, previous employer and other details furnished in the Application Form and Attestation form, for obtaining appointment in the bank is true and correct.
2. I know that the appointment in the bank is given to me on the basis of information provided by me and the appointment can be cancelled / terminated at any time if anything found incorrect.
3. My home state is
4. I declare that I have not been working anywhere at the time of appointment in the bank /or my current company / organization of employment is.....
5. That I was not any time convicted and or accused in any case before any civil and / or criminal court.
6. That I was convicted and /or accused in the following cases: No.....
7. That no other case / proceeding / inquiry of any nature are continuing
8. That I intend to produce this affidavit before Bihar Gramin Bank, Head Office, Begusarai for the purpose of being considered for employment by Bihar Gramin Bank.

Identified by

Advocate..... (place) DEPONENT

The above named deponent being identified by Mr. advocate, (place)
.....appears before me and states on oath that the contents of this affidavit are to best of his
knowledge.

DEPONENT

Executive Magistrate,

SCHEDULE – I

[See regulation 5(4) (ii)]

DECLARATION OF MARITAL STATUS

I, Shri/ Smt/ Kum _____ s/o w/o d/o
_____ declare as under:

- (i) That I am unmarried/a widower/widow.
- (ii) That I am married and have only one spouse living.
- (iii) That I have entered into or contracted a marriage with a person having a spouse living. I may be granted exemption on the basis of ground given below. Application for grant of exemption is enclosed.

Ground:

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date:

Signature

Name:

SCHEDULE - II

(See regulation 19)

DECLARATION OF FIDELITY AND SECRECY

I, _____, do hereby declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as officer or employee of the Bihar Gramin Bank and which properly relate the office or position held by me in the said Bank.

I further declare that I will not divulge or allow to be divulged to any person not legally entitled thereto any information relating to the affairs of the said Bank or to the affairs of any person having any dealing with the said Bank and nor will I allow any such person to inspect or have access to any books or documents or electronic records belonging to or in possession of the said Bank and relating to the business of the said Bank or the business of any person having any dealing with the said Bank.

Signature:

Name in full:

Designation: Office Assistant (M)

Place: Begusarai

Date:

Signed before me(Bank's Officer)

Signature:

Name in full:

Designation:

SCHEDULE – III

(See regulation 73)

DECLARATION OF DOMICILE

Place:

Date:

I, the undersigned having been appointed in the service of the Bihar Gramin Bank hereby declare that(Place) in.....(District) is my place of domicile.

1. * The above is my place of birth.

“or”

* The above is not my place of birth. My place of birth is.....(Place) in.....(District) but(Place) has been declared as my place of domicile for the reasons given below.

.....

.....

.....

Signature

Name in full-

Designation –Office Assistant (M)

Nature of appointment-Permanent (On probation)

Date of appointment- / /

FORM - 'A'

Declaration to be bound by Bihar Gramin Bank (Officers & Employees) Service Regulations 2010 (Amended 2013)

I hereby declare that I have read and understood Bihar Gramin Bank(Officers & Employees) Service Regulations 2010(amended 2013) and I hereby agree to be bound by the said regulations.

Name in Full:

Designation: Office Assistant (M)

Date of Appointment: 01.06.2015

Signature of Employee:

PLACE: Begusarai

DATE:

Signed before me

Signature of witness

To

**The Chairman
Head Office,
Bihar Gramin Bank
Gramin Bank Chowk,
Begusarai**

Dear Sir,

Subject: Reporting for Joining as Office Assistant (M) in the Bank

I, Shri/Smt/Miss _____ son/daughter/wife of Shri _____ hereby acknowledge the receipt of your letter no. _____ dated _____ for the post of _____ and hereby agree to abide by the terms and conditions of the aforesaid letter.

Further, with reference to Bank's above offer letter and subsequent my acceptance to the terms & conditions as contained therein, I

.....hereby report to the Bank on today datedat 10:00 AM for completing joining formalities.

As per Bank's requirement I am submitting necessary certificates/documents as envisaged as in the above said Bank's offer letter.

I further declare that I am not engaged in any other employment, business, profession or vocation as on date of joining the services of this Bank.

I therefore, request you to kindly allow me to join the Bank.

My Specimen signature

<u>ENGLISH</u>	
<u>HINDI</u>	

Yours faithfully

(Full Signature)

Name:

(Contact No. _____)

C/O:

At:

Po:

Via:

Dist:

PIN Code No:

BIHAR GRAMIN BANK

Date:

Declaration in Respect of Family

Name of the Employee

PF No

--

BR/3663/

Designation	Branch/Office
Office Assistant (M)	

Particulars of dependant family members

SI No	Name	Age	Relationship with the Employee	Marital Status	Whether Residing with the employee	Annual Income of the member

I hereby furnish particulars of the members who are eligible to be included in my family as per norm of the Bank. I also declare that all the particulars stated herein above are true to the best of my knowledge. I undertake to inform the Bank Office any change in the position herein as and when the change occurs.

Signature of the Employee