



## **Aryavart Bank**

Head Office, A-2 /46, Vijay Khand, Gomti Nagar, Lucknow.  
(AN UNDERTAKING OF GOVT OF INDIA, U.P. GOVT. & BANK OF INDIA)

### **CRP-RRB-IX: Pre-Recruitment Formalities for the post of Office Assistants (Multipurpose) and Officer Scale-I**

#### **The list of Certificates/Documents to be brought at the time of reporting for document verification:-**

1. The candidate is required to bring his/her investigation report as required by Bank's doctor for medical examination at the time of reporting and pay the professional fee to the Doctor. Before physical examination by the Doctor, the candidate has to reach to any of the Bank's approved diagnostic centres and show the call letter to them at least two days before scheduled reporting time. The charges payable at the Diagnostic Centre will be Rs.1000. The addresses of **Diagnostic Centres** are as under:-

- ✓ MDS DIAGNOSTIC PVT. LTD, 2/C-68, AJIT TOWER, VIKAS NAGAR, LUCKNOW-0522-4073155, 07054009911
- ✓ INDIRA DIAGNOSTIC CENTRE, First Floor, Indra Deep Complex, Sanjay Gandhi Puram, Faizabad Road, Indira Nagar, Lucknow- Contact No. 7706041643, 7706041644
- ✓ INDIRA DIAGNOSTIC CENTRE 2/1, Vijay Khand, Near Mithai wala Chauraha, Gomti Nagar, Lucknow- Contact No. 9235447758
- ✓ INDIRA DIAGNOSTIC CENTRE , M-214/215 sector - G, LDA colony , Near Power House Chauraha, Opposite 108 Ambulance office, Kanpur Road, Alambagh, Lucknow- No. 9235432707
- ✓ INDIRA DIAGNOSTIC CENTRE B 1/2, Sector J, Near Sangam Chauraha, LDA Stadium Road, Aliganj, Lucknow- Contact No. 9235432681
- ✓ INDIRA DIAGNOSTIC CENTRE 311/19, Bata Varanda, Kamla Nehru Marg, Chowk, Lucknow- Contact No. 0522-4063545, 9235447842

Please note that diagnostic centres of M/s Indira Diagnostic or Chandan Diagnostic centre are also available in various other cities. You may visit the website [www.chandan.co.in](http://www.chandan.co.in) for addresses as per your convenience and get the investigations done from there. In case of any inconvenience with regard to investigation/medical examination, you may call on 9918101688 or 7651989816.

2. The following documents will have to be produced by the candidate at the time of reporting, **in original as well as one set of self-attested photocopies** along with six passport size photographs, similar as used at the time of 'Online Form' submission.
  - High School certificate/Mark sheet for the proof of the Date of Birth.
  - All Certificate(s)/Marks Sheets regarding educational qualification viz 10<sup>th</sup>, 12<sup>th</sup>, Graduation/Post Graduation (including technical & professional qualification) etc.
  - BIO- DATA Form (Format available on our Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com))
  - HRMS Bio-Data Form in duplicate (Format available on our Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com))
  - Format of Dependent details in duplicate (Format available on our Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com))
  - Schedule I,II & III (Format available on our Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com))
  - Original certificate of computer qualification with attested Xerox copy, if any.
  - Print out of Call Letter for PRF.
  - Printout of online IBPS Application Form in two copies.
  - Final Result Card.
  - Medical Reports in original.
  - COVID-19 Self Declaration Form (Format available on our Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com))

- **Copy of PRAN if already generated.**
  - Original discharge certificate from the previous employer, wherever applicable.
  - Income Tax PAN Card/AADHAR Card/Voter ID/Driving License/Bank Pass Book.
  - **Three Character certificates-** 1. From Head of the Institution last attended or Head of previous employer; 2. From any Gazetted Officer/Bank Manager; 3. From People's representative viz. MP/ MLA/Chairman Nagar Palika or Town Area/Gram Pradhan (Format available on our Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com))
  - SC/ST/OBC/EWS/PWD/Ex-Servicemen Certificate in prescribed format, wherever applicable (**OBC certificate should invariably contain that the candidate does not belong to 'CREAMY LAYER' section, on Central Govt. Format, issued on or after 01.04.2020 as stated in the letter**)
  - **EWS certificate must be issued for FY 2020-21.**
  - Military Discharge Certificate along with Pension Payment Order and Last Pay Certificate (in case appointment of Ex-Serviceman).
  - **Ex-Serviceman Candidates Specific Period of engagement (SPE) must be completed on or before 20.07.2021.**
  - Certificate for handicapped category wherever applicable, issued by CMO/competent authority stating therein the nature and extent of disability.
  - Referee reports from TWO referees along with ID Proof of Referee on the format available on website [www.aryavart-rrb.com](http://www.aryavart-rrb.com).
  - **NO Objection Certificate issued by Present employer, if employed.**
  - **Relieving/Discharge Order (at the time of joining) from present employer, if employed.**
3. Bank will ask for a verification report from Police Authorities of candidate's area for that blank format of Character and antecedents verification report (Application Form) are made available at Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com). The candidate will have to fill the forms (in Duplicate) & paste his/her recent photographs on the space provided and bring the same with them along with copy of Voter ID/Aadhaar/PAN etc. **PLEASE DO NOT SUBMIT THIS APPLICATION TO POLICE STATION DIRECTLY, THE BANK WILL SEND THE APPLICATION TO THE CONCERNED POLICE AUTHORITIES. CANDIDATES ARE ONLY REQUIRED TO BRING THE DULY FILLED IN APPLICATION FORMS (IN DUPLICATE) WITH THEM.** Please note that in some states, the Police Authorities ask some fee for verification of character and antecedents. In such cases the candidates have to bear the charges for their Police verification.
4. The candidate has to furnish a bond of :-
- Rs. 2,00,000/- (For GEN/OBC/EXS) OR Rs. 1,00,000/- (For SC/ST/PWD) for Officer Scale-I
  - Rs.1,00,000/- (For GEN/OBC/EXS) OR Rs. 50,000/- (For SC/ST/PWD) for Office Assistant (Multipurpose)
- Two sureties out of which one should be father or mother of candidate and the second surety should preferably be a family member of the candidate i.e. uncle, elder brother etc. must **sign on all pages and execute the Bond along with the candidate**, on Rs. 100/- non-judicial stamp paper certified by **NOTARY OF LUCKNOW**. Please also submit the **I.D. Proof of both the sureties**. The matter which is to be typed on the Bond, is available on Bank's website [www.aryavart-rrb.com](http://www.aryavart-rrb.com). Please get it neatly typed on Rs. 100/- non-judicial stamp paper and additional papers so required to complete the text and **get it notarized at Lucknow**. Please note that this bond will bind the candidate not to leave/resign/discontinue Bank's service and complete it successfully for a minimum period of TWO years. In case the candidate leaves the service before two years, he will have to pay the Bank Rs. 2,00,000/-, Rs. 1,00,000/- OR Rs. 50,000/- as per the bond.
5. The candidates are also required to bring Rs. 20,000/- which will be deposited in their names as Short Term Deposit Receipt (SDR) for a period of 90 days. The SDR will be kept under Bank's lien and shall be liable to be forfeited in case the candidate does not join the Bank after receiving the final appointment letter.

**General Manager  
HR & IL Department**

**Date:- 05.04.2021**