

Re: Recruitment Project -2015

**PRE RECRUITMENT FORMALITIES FOR THE POST OF OFFICE ASSISTANT (MULTIPURPOSE)/
OFFICER SCALE-I/ OFFICER SCALE-II (GBO)**

Though the individual letters have already been mailed/dispatched to candidates, yet in case of non receiving of letter/mail, the candidate is required to ensure following:-

1. Candidate has to report along with duly filled in BIODATA as available at our bank's website www.aryavart-rrb.com, to Officials at ***Gramin Bank of Aryavart, Staff Training Centre, Aryavart Bhawan, 569/20/K-1, Sneh Nagar, Opp. Avadh Hospital, Naharia Chauraha, VIP Road, Lucknow-226 005*** on **scheduled date and time as mentioned in the list.**
2. The candidate's appointment in the Bank will be subject to satisfactory medical report. For that purpose, he/she will have to undergo medical tests / examination at his/her own cost as per Bank's norms. The candidate is therefore 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 this 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. 0522-6502031, 6502032, 6502033, 6502034**
 - ✓ **INDIRA DIAGNOSTIC CENTRE 2/1, Vijay Khand, Near Mithai wala Chauraha, Gomti Nagar, Lucknow- Contact No. 9235447758**
 - ✓ **INDIRA DIAGNOSTIC CENTRE 555, GA/74, Next to Swastik Granite, Barabirwa, Kanpur Road, Alambagh, Lucknow- No. 0522-4002183**
 - ✓ **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 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 9935555448.
3. The following documents will have to be produced by the candidate at the time of reporting, in original as well as photocopies duly attested by Gazetted Officer:
 - Date of Birth Certificate acceptable to the Bank i.e. High School certificate, and/or Birth certificate issued by a Municipal Authority or district office of the Registrar of Births & Deaths
 - Certificate(s)/Marks Sheets regarding educational qualification.
 - Income Tax PAN Card.
 - **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)
 - SC/ST/OBC Certificate in prescribed format (OBC certificate should invariably contain 'NON-CREAMY LAYER' clause, on Central Govt. Format, issued on or after 01-12-2014.
 - Military Discharge Certificate (in case appointment of Ex-Serviceman).
 - Certificate for handicapped category issued by CMO/competent authority stating therein the nature and extent of handicap
 - Referee reports from TWO referees on the format available on website www.aryavart-rrb.com.
 - **Experience Certificate on the Official Stationery of the Bank/Financial Institution (For Scale-II candidates).**

4. Bank will ask for a verification report from Police department of candidate's area for that two blank formats of Character and antecedents verification report (Application Form) are made available at Bank's website 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. **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 APPLICATION FORMS 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.
5. The candidate has to furnish a bond of :-
 - ₹200,000/- (For GEN/OBC) OR ₹100,000/- (For SC/ST/PWD) for Officer Scale-I and Officer Scale-II (GBO)
 - ₹100,000/- (For GEN/OBC) OR ₹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 and execute the Bond along with the candidate, on ₹100/- non-judicial stamp paper certified by **NOTARY OF LUCKNOW**. The matter which is to be typed on the Bond is available on Bank's website www.aryavart-rrb.com. Please get it neatly typed/photocopied on ₹100/- non-judicial stamp paper and water mark 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 from Bank's service and complete it successfully for a minimum period of TWO years. In case the candidate leaves the service before two years, they will have to pay the Bank ₹200,000/-, ₹100,000/- OR ₹50,000/- as per the bond.
6. 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. This security money in the form of SDR will be deposited after completion of pre recruitment formalities but before the delivery of Final Appointment Letter. The SDR will be kept under Bank's lien and shall liable to be forfeited in case the candidate does not join the Bank after receiving the final appointment letter.
7. Please note that the letter sent to the candidate is not an appointment letter and will itself not entitle him/her to an appointment in the Bank. The appointment letter will be issued to the candidate by the competent authority after completion of other formalities like verification of original certificates/testimonials, satisfactory medical report, checking the language proficiency of HINDI which is mandatory for serving in our Bank situated in Uttar Pradesh (HINDI proficiency is applicable for the post of Officer Scale-I and Office Assistant). The candidate's appointment in the Bank will be subject to verification of character from the two referees/last employer and satisfactory police verification report within a specified period. Please note that the candidate will not be paid any travelling allowance, conveyance, medical examination charges, for journey for reporting or for journey for joining at the place of posting after issuance of appointment letter.
8. The candidates are required to come with full preparedness viz. with their belongings, money to bear the pre recruitment formalities including stay arrangements in Lucknow. After successful completion of pre recruitment formalities as prescribed, bank will issue the appointment cum offer letter by which the candidates will be advised about their reporting region and date of joining. Bank has the sole discretion to post the candidate at any branch/office across the operating area of the bank and the candidate has to report wherever he/she will be advised to join including remote rural areas. Please note that any request/influence regarding posting will not be entertained.
9. The candidate has to report at scheduled date, time and place to complete the process of joining. **NO EXTENSION OR SECOND CHANCE WILL BE PROVIDED. IN CASE THE CANDIDATE FAILS TO REPORT ON SCHEDULED DATE, IT WILL BE PRESUMED THAT HE/SHE IS FOREGOING THE JOB OF OUR BANK AND THUS HIS/HER CANDIDATURE WILL BE CANCELLED.**

In case of any genuine query, please call us in working days on 07388800798 between 10:30 A.M. to 03:00 P.M. only.

(M.I. Kidwai)
SENIOR MANAGER