

REF.NO: HO: PERS & I.L: DT:

Date: 17.06.2013

MR./MS.....

Re: Recruitment Project -2012 (Waiting List)

Your selection in our Bank for the post of Office Assistant (Multi Purpose)

We are pleased to inform you that you have been selected from amongst the wait listed candidates for the post of Office Assistant (Multipurpose) in our Bank subject to submission of satisfactory proof of eligibility like caste certificate in prescribed format, Mark Sheets/ Certificates of educational qualifications, Age etc. You are hereby instructed to report at our Head Office on 01-07-2013 at 11.00 a.m. with documents as enumerated under, to complete pre- recruitment formalities:-

- ✓ Please bring ₹ 1500 / 2000 for Medical Examination. Please note that your selection is subject to your being found medically fit for Bank's job.
- ✓ You should bring THREE character certificates as under:-
 - First-from the Principal/ Head of the Department of last College/ University attended or from any gazetted Officer.
 - Second- from Present Employer, if employed, or from Bank Manager/other reputed executive.
 - Third- from a respectable person/s not related to you, who knows you for more than 1 year.
- ✓ **Police Verification of your character and antecedents-** Bank will ask for a verification report from Police department of your area for that two blank formats of Character and antecedents verification report (Application Form) are enclosed herewith. You will have to fill the forms (in Duplicate) & paste your recent photographs on the space provided and bring the same with you. **PLEASE DO NOT SUBMIT THIS APPLICATION TO POLICE STATION DIRECTLY, THE BANK WILL SEND THE APPLICATION TO THE CONCERNED POLICE AUTHORITIES.**
- ✓ You have to bring all original certificates along with attested copies (attestation by any Gazetted Officer) thereof:-
 - Date of Birth Certificate acceptable to the Bank.
 - SC/ST/OBC Certificate in prescribed format (OBC certificate should invariably contain 'NON-CREAMY LAYER' clause, on Central Govt. Format, issued on or after 01-06-2012.
 - Educational and professional qualification certificates, testimonials, mark sheets etc for verification to establish your eligibility prescribed by the Bank.
 - Marks sheet of Matriculation/Class X with 'Hindi' as of one your subject.
 - Referee reports from referees on the format (in Hindi) as enclosed and from previous employer, if any.
 - In addition to that, if you are working or were working with any concern/ institution, antecedent from present Employer and all previous employers, if applicable. Please give name and full address of all such employers. You will also have to obtain discharge certificate from the present employer. IN CASE YOU BELONG TO EX-SERVICEMAN CATEGORY, PLEASE ENSURE THAT YOU HAVE NOT TAKEN THE BENEFIT OF EX-SERVICEMAN (EXS) QUOTA, EARLIER IN ANY OTHER JOB. THE EXS CANDIDATES ARE REQUIRED TO SUBMIT NOTARY AFFIDAVIT TO THIS EFFECT AND ALSO PRODUCE DISCHARGE CERTIFICATE IN ORIGINAL ALONG WITH ATTESTED XEROX COPY THEREOF.
 - You should also furnish the details such as present address for correspondence and telephone/ mobile/ email address of the referees and employers to enable us to send specimen formats of reports to them for obtaining your referee reports.
 - You have to furnish a bond of ₹50,000/- (For GEN/OBC) OR ₹25,000/- (For SC/ST/PC/EXS) with two sureties out of which one should be your father or guardian, on ₹100/- non-judicial stamp paper certified by NOTARY OF LUCKNOW. We are enclosing the matter to be typed on the Bond. 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 you not to leave/resign from Bank's service and complete it successfully for a minimum period of TWO years. In case you leave the service before two years, you will have to pay the Bank ₹50000/- OR ₹25,000/- as per the bond.

Please also note that your appointment and confirmation thereafter in the Bank is subject to your satisfactory referee reports from your referees, Police Verification Report, discharge certificate from previous employers (if any), etc. On successful completion of all the pre- recruitment formalities, Bank will issue necessary offer and appointment letter to you.

Please note that if you fail to report at our office on above date i.e. on 01-07-2013, it will be presumed that you are not interested in the above appointment and consequently, your candidature for the post will stand cancelled. Please also note that no communication in this regard will be entertained, thereafter.

If you have any query, please call us on 07388800798, 07388899731, or 07388899099.

(Deepak Tankha)
CHIEF MANAGER

Encl: A/a