

गुडगाँव ग्रामीण बैंक

(प्रवर्तक बैंक : सिंडिकेट बैंक)

मुख्य कार्यालय : प्रगति भवन

प्लॉट नं० 36 (पी), सेक्टर 44,

संस्थागत क्षेत्र

गुडगाँव - 122 002, हरियाणा

टेलि०: 91 - 0124 - 2576506 - 07 (2 लाईनें)

फैक्स: 91 - 0124 - 2576505



GURGAON GRAMIN BANK

(Sponsored by Syndicate Bank)

HEAD OFFICE : "PRAGATI BHAWAN",

Plot No. 36 (P), Sector 44,

Institutional Area,

Gurgaon - 122 002, Haryana

Tel.: 91 - 0124 - 2576506 - 07 (2 lines)

Fax: 91 - 0124 - 2576505

E-Mail: ggb_gurgaon@hotmail.com

(PERSONNEL DEPARTMENT)

Date: 05.02.2013

LIST OF SELECTED CANDIDATES FOR THE POST OF OFFICE ASSISTANTS (MULTIPURPOSE)

This is with reference to your online application in response to our advertisement. Our Bank has invited applications for the post of Office Assistants (Multipurpose) in Gurgaon Gramin Bank from the candidates who appeared in CWE held on 09.09.2012 and declared qualified by IBPS. IBPS, Mumbai has sent list of short listed candidates for appearing in the Interviews.

All eligible short listed candidates declared qualified for Interview for Office Assistant (Multipurpose) were called for Interviews from 28th January, 2013 to 30th January, 2013.

On the basis of performance under written test and interview, following 39 candidates have been selected provisionally for the post of Office Assistant (Multipurpose) in Gurgaon Gramin Bank. Individual letters for provisional selection of are being sent to the selected candidates separately.

LIST OF SELECTED CANDIDATES

S.N.	Roll No.	Name	S.N.	Roll No.	Name
1.	1471072308	Rohan Murari	2.	1791159391	Rajiv Ranjan
3.	1481071292	Anand Kumar Upadhyay	4.	2111010126	Anil Kumar Verma
5.	1491051223	Chandahas Kumar	6.	2171052570	Satyendra Singh Gurjar
7.	1521075085	Braj Mohan Kumar	8.	2221012059	Ajay Kumar Rahul
9.	1541056474	Prabhat Ranjan	10.	2261054160	Rajeev Kumar
11.	1551050779	Preety Sagar	12.	2731012291	Chandan Verma
13.	1551050789	Prashant Kumar Bharati	14.	2751052008	Sandeep Kumar
15.	1551074135	Sweta Bharti	16.	2751054390	Mukesh Kumar Saini
17.	1551074240	Dinkar Kumar	18.	2761052857	Omendra Saini
19.	1761073335	Amritpal Singh	20.	2901071571	Gaurav Agrawal
21.	1771013719	Sandeep Kumar	22.	2961010558	Priyadesh Dipak Rahul
23.	1781010365	Nikesh	24.	2991076297	Pankaj Kumar Sharma
25.	1781052010	Baldeep Verma	26.	3081061194	Pappu Kumar Singh
27.	1781135554	Pushpender Kumar	28.	3171054804	Sujit Kumar
29.	1791010643	Manish Kumar	30.	3341056910	Puja Kumari
31.	1791054804	Nisha Yadav	32.	3381050393	Archana Sahu
33.	1791077376	Ashish Kumar	34.	3401059432	Poonam Yadav
35.	1791139151	Vivek Kumar	36.	3451150988	Mukesh Kumar Sharma
37.	1791139259	Rajesh Kumar	38.	3491073433	Saurabh Srivastav
39.	1791159296	Naresh Kumar			

Note : The Selection of aforesaid candidates is provisional, subject to completion of pre-recruitment formalities.

Provisionally selected Office Assistants (Multipurpose) are required to report before scrutiny committee at head office of Gurgaon Gramin Bank on 18.02.2013 at 10.00 AM with the original testimonials, documents/Certificates listed in the common letter written hereunder. Specimen of documents to be filled in, by the candidates are also given hereunder.

Dear Sir/Madam,

YOUR PROVISIONAL SELECTION AS OFFICE ASSISTANT (MULTIPURPOSE) CADRE IN OUR BANK

Subsequent to the interviews held from **28.01.2013 to 30.01.2013** in reference to your application for appointment in the Bank for the post of Office Assistant (Multipurpose), we wish to inform you as under:

1. That based on your performance in the written test and interview, the Bank has selected you **provisionally as Office Assistant (Multipurpose)**. It may be noted that your aforesaid selection is **provisional**, subject to **production of Documents**. If at any point of time, it is found that **documents submitted / being submitted in support of your candidature is/are false, your services shall be terminated summarily without assigning any reason thereof.**
2. You are advised to report at **GURGAON GRAMIN BANK, HEAD OFFICE "PRAGATI BHAWAN", RURAL BANKING TRAINING CENTRE (RBTC), 36 – P, INSTITUTIONAL AREA, SECTOR 44, GURGAON -122 002 (Phone : 0124 2576506) on 18.02.2013 at 10.00 AM for completion of necessary Pre-recruitment formalities.**
3. You are required to submit to the **Scrutiny Committee** following enclosed documents duly filled and completed in all respect **together with other documents and original testimonials / certificates regarding your Educational as well as Professional Qualification, Experience Certificate/s, NOC, Age and Caste proof (if applicable)** at the time of attending pre-recruitment formalities at our RBTC, Gurgaon.
 - Schedule – I regarding declaration of Marital status.
 - Schedule - II regarding declaration of fidelity and secrecy.
 - Schedule – III regarding declaration of domicile.
 - Medical Certificate of physical fitness from Civil Surgeon of Govt. Hospital.
 - Statement of your Assets and Liabilities in the form enclosed.
 - A declaration that no Court Case is pending against you and you were never convicted by the Court of Law.
 - Attestation Form for verification of antecedents.
 - Execute a Bond on stamp paper of Rs.15/- (Rupees Fifteen only) on your cost for Rs.1.00 Lac with surety for serving the Bank for minimum period of two years.
 - Bank's application, Bio-data form duly filled in (OG 85).
 - Testimonials in support of your character etc. from two respectable persons acceptable to the Bank who are not related to you, preferably one certificate may be issued by the Institution where you last studied.
 - Five copies of recent passport size photograph duly signed on the front side with your name and date.
 - Candidates belonging to Ex-servicemen category should produce in original their discharge certificate issued by concerned authorities.
 - A Certificate of discharge from your employer in case you are in any other employment. If you are not discharged from duties / not submitted your resignation to the present employer, you will have to bring the **"No Objection Certificate"** from present Employer to attend the pre-recruitment formalities. However, you must compulsorily submit certificate of discharge before reporting for duty.
 - Proof of your Name and your Permanent Address to the satisfaction of the Bank and for this purpose you may produce any of the following documents providing full information about your Name and Permanent Address.
 - Voter's Identity Card
 - PAN Card
 - Identity Card issued from the College/University last attended
 - Driving License
4. **On successful completion of Pre-recruitment formalities, you will be given appointment as well as posting orders of joining the Bank at its suitability. Your seniority as Office Assistant (Multipurpose) shall be reckoned to from the date of your reporting at the place of your posting.**
5. Your appointment in this Bank will be subject to your acceptance of the terms and conditions governed by the Rules and Regulations as provided for in the Gurgaon Gramin Bank (Appointments and Promotions of Officers and Employees) Service Regulations-2010, amended (or which may be further amended) from time to time.

6. **You will have to execute a Bond for Rs.1,00,000/- (Rs.One lac only) with surety for serving the Bank for a minimum period of two years as per annexure attached and in the event of your resignation from the services of the Bank before the end of this period, you will have to indemnify and pay to the Bank the said amount of Indemnity Bond.**
7. **The other terms and conditions of your appointment will be as under :**
- Your Basic Pay will be fixed at Rs.7200/- in the pay scale of Rs.7200-400-8400-500-9900-600-12300-700-17200-1300-18500-800-19300. You will be eligible for Dearness Allowance and other allowances as per the Provisions of Settlement/Award in force. Further, your pay scale and allowances will be subject to the decisions of Govt. of India/National Bank for Agriculture and Rural Development/Sponsor Bank i.e. Syndicate Bank from time to time.
 - Initially, you will be on probation for a period of one year from the date of joining the Bank, which may be extended by a further period not exceeding six months. During the period of probation (including the period of extension of probation, if any), if the Appointing Authority is of the opinion that you are not fit for confirmation in the said post, your services will be terminated after giving one month's notice or pay in lieu thereof for without recourse.
 - If you desire to leave the services of the bank during your probation period, you will be required to give one month's notice in writing or deposit/pay one-month's gross salary to the Bank in lieu of such notice. However, such notice or payment of emoluments do not by themselves end your contractual obligations unless and until the Bank gives you a proper discharge/relieving letter by accepting your resignation.
 - If you desire to leave the services of the bank after your confirmation in the services of the Bank, you will be required to give three month's notice in writing or deposit/pay three-month's gross salary to the Bank in lieu of such notice. However, such notice or payment of emoluments do not by themselves end your contractual obligations unless and until the Bank gives you a proper discharge/relieving letter by accepting your resignation. Further in case you leave the services of the Bank before completing two years of services in the Bank, you will be required to reimburse / deposit the Bond Money.
 - During the period of probation, you are expected to get yourself thoroughly acquainted with all the Rules and Regulations of the Bank, all aspects of office work, and be able to discharge your duties with competence and to the complete satisfaction of the superior authorities of the Bank.
 - This selection does not confer upon you a right to be regularized in the services of the Bank.
 - An undertaking not to apply for or to accept an offer of any other appointment while in service of Gurgaon Gramin Bank except with the written permission of the Bank.
 - **Your selection has been made based on your aptitude for rural services. As such your appointment in the Bank is subject to the condition that you are liable to be transferred anywhere in the command area of the Bank including branches located in rural areas.** The Bank may require you to work in any of its branches/offices from time to time and you will have to discharge all the duties assigned to you appropriate to the need of the branch/office where you are posted.
 - Candidates belonging to SC/ST/OBC/Physically Challenged/Ex-serviceman category must submit attested photocopy of SC/ST/OBC/Physically Challenged/Ex-serviceman certificate issued by the Competent Authority in the format prescribed by the Govt. of India alongwith the original certificate for verification. In case of candidate belongs to OBC category, the certificate inter alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under the guidelines of Govt. of India and it should be submitted at the time of joining the services of the Bank.
 - Your selection is provisional and subject to verification of your Caste/Tribe/Other Backward Class/Physically Challenged/Ex-Serviceman certificates to be got verified through proper channel and in case the verification reveals that your claim to belong to Scheduled Caste/Other Backward Class/Physically Challenged/Ex-Serviceman as the case may be is false, your 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 the Indian Penal Code for production of false certificate.
 - If, at any time, it is found that the information furnished by you before joining or at the time of joining the Bank or thereafter is false or incorrect, your services are liable to be terminated without notice or payment of any compensation in lieu of such notice.
 - You are required to stay at the place of posting. Further, you shall not leave the Headquarters without prior permission from the Bank.
 - As an Office Assistant (Multipurpose), you belong to Group-B category and you shall perform all those duties assigned to you by your controlling Authority from time to time.

Please further note that :

- a) **You have to report before the Scrutiny Committee for completion of Pre-recruitment formalities on time, date and address given above.**
- b) **Your appointment cum posting letters will be issued separately after completion of Pre-recruitment Formalities and verification of all documents / certificate/s submitted by you.**

Yours faithfully,

GENERAL MANAGER

Enclosures: As above.

SPECIMEN OF DOCUMENTS TO BE FILLED ARE GIVEN HEREUNDER :

SCHEDULE – I
[See Regulation 5(4(ii))]

**Declaration to be obtained from every officer or employee on first
appointment**

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:

Address:

SCHEDULE – II

(See Regulation 19)

Declaration of Fidelity and secrecy

Place:

Date:

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 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.

Witness :

Signed before me

Signature

Name in full

Signature

Designation

Name in full

Designation

Address:

SCHEDULE – III
Declaration of Domicile
(See Regulation 73)

Place:

Date:

I, the undersigned, having been appointment in the service of the Bank hereby declare (Place) in (District) as my place of domicile.

2. * 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

Nature of Appointment

Date of appointment

*Strike out whichever is not applicable

GURGAON GRAMIN BANK
HEAD OFFICE: GURGAON
MEDICAL REPORT

Applicant's Name :

Branch :

File No. :

NOTE to applicant : Please go through this report and get information on the 2nd page filled up by a qualified medical practitioner. The candidate must bear the expenses of this medical examination and the doctor will sent the medical report to the Bank directly in enclosed envelope to be stamped by the candidate.

QUESTIONS TO BE ANSWERED BY THE APPLICANT

1. Name in full :
Age
2. Have any of your near relatives suffered from Consumption Insanity or Epilapsy ?
3. Have you at any time suffered from or had symptoms of
 - a. Spitting of blood, asthma, pleurisy, persistent cough or any affection of the lungs or throat?
 - b. Fits of any kind, black outs neurasthenia or nervous disease?
 - c. Palpitation, faintinos or any affection of the heart?
 - d. Any affection of the kidneys or urinary organs?
 - e. Appendicitis or any affection of the stomach, liver or bowels?
 - f. Rheumatism, gout or rheumatic fever?
 - g. Discharge from ear or any impairment of hearing or vision?
 - h. Accident or surgical operations?
 - i. Malaria, Dysentery, Filaria (Elephantiasis) or any Tropical Disease?
4. Any disease or illnesses, other than those mentioned above?
5. (a) Are you now under treatment of any kind?
(b) Have you been under treatment by a specialist in the past?
(c) Have you been a patient in a Hospital, Sanatorium or other Institution?
6. Give two identification marks. 1. 2.

I declare that the above statements are true to the best of my knowledge and belief and that I have not withheld any material fact.

Witness :

Signature of the applicant

MEDICAL EXAMINER'S STATEMENT
(TO BE COMPLETED BY THE DOCTOR)

Name of Examinee: _____ Height..... Cms.
Address: _____ Weight Kgs.

Girth of chest on Expiration Cms.

Girth of chest on Inspiration Cms.

Girth of chest on normal Cms.

1. Do you after careful examination find any evidence of disease
- a. of the brain or nervous system?)
 - b. of the heart or lungs?)
 - c. of the stomach or any of the abdominal organs?)
Is hernia present? If so, is truss work?
 - d. of rheumatism or gout?)
 - e. of the ears or eyes?) Left : _____ Right: _____
State power of glasses
 - f. of colour blindness?)
 - g. of perception of sound?)
 - h. of the urinary and generative organs?)
 - i. does chemical examination of the urine show any abnormality?)
 - j. is the tongue clean and the throat healthy?)
 - k. Are there any special conditions such as hernia, varicose veins, piles, fistulas, skin disease, leprosy, tubercular affection or enlarged glands?)
2. Is there any reason in your opinion for regarding the candidate as unsuited, physically or mentally, to undertake a post in the Bank, in this country?)
3. Are you quite satisfied that he/she is a first class insurance life?)
4. Identification marks stated are verified and found correct) Yes () No ()

Please state if the candidate has paid your fees for this examination/report or has made to you arrangements satisfactory for effecting payment.

Paid () Made arrangements ()

(Note: - Bank does not take any responsibility for the payment of the fees. The examinee has to bear the charges.)

Doctor's Name :

Address :



ATTESTATION FORM FOR VERIFICATION OF ANTECEDENTS

Affix recent
stamp size
colour
photograph
and sign
across

Furnishing of false information or suppression of any factual information in the attestation form would be a disqualification and is likely to render the candidate unfit for appointment in the Bank. If the fact that false information has been furnished or there has been suppression of any factual information in the attestation form comes to notice any time during the service of a person, his service would be liable to be terminated.

1. Name in full (in block capital) with aliases if any, (Please indicate if you have added or dropped at any stage any part of your name or surname) _____
2. Present address in full (i.e. Village, Thana and District, House No., Lane/ Street/ Road and Town with PIN Code No.) _____
3. Home address in full (i.e. Village, Thana and District or House No., Lane/ Street/ Road, Town and name of the District H.Q. with PIN Code No.) _____
- Address of the nearest Police Station _____
- If originally a resident of country other than India, The address in that country and the date of migration to Indian Union. _____

4. Details of places (with duration) where you have resided for more than one year during the preceding 5 years

From	To	Residential address in full (i.e. Village, Thana and District or House No., Lane/ Street/ Road and Town)	Name of the Distt. Headquarters of the place mentioned in the preceding column

- 5.1

Father's name in full with alias, if any	:	
Present postal address (if father is dead, give his last address)	:	
Permanent home address	:	
Profession	:	
If in service, give designation and official address	:	

- 5.2

Husband's name in full	:	
Profession	:	
Designation and official address	:	

6. Nationality of
 Father :
 Mother :
 Husband/ wife :
 Exact date of birth
7. :
 Present age :
 Age at Matriculation :
 Place of birth (Distt. and State in which situated)
8. :
 Distt. and State to which you belong :
 Your religion
9. :
- Are you a member of Scheduled Caste/ Scheduled Tribe/ Other Backward Class Community?
 Answer 'Yes' or 'No' and if the answer is Yes, state the name thereof.
10. Educational qualifications showing place of education with years in Schools and Colleges since 15th year of age

Name of School/ College with full address	Date of admission	Date of leaving	Examination passed	Year of passing

If you have, at anytime, been employed, give details:

11

Designation of post held or Description of work	Duration		Full address of the office firm or organisation	Reasons for leaving the job
	From	To		

12. Have you even been arrested, or kept under detention or bound down/ fined/ convicted by a Court of Law for any offence, or debarred/ disqualified by the Public Service Commission/ any recruitment Board from appearing at its examination/ selections or debarred from taking any examination or registered by authority/ institution? If "Yes", full particulars of the case of detention, fine Conviction, sentence etc. should be given.

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment in the Bank. I have/ will have no objection to the Bank making enquiries at anytime (immediately / in the near future) regarding the statements made by me in the application, in any manner they decide to do so inclusive of police enquiry into my antecedents.

Date: _____

Signature of candidate

(On stamp paper of Rs.15/- (Rupees Fifteen only))

INDEMNITY BOND WITH SURETY

This indemnity is made and executed at _____ (place) on _____ (date) by Shri _____ S/o Shri _____ resident of _____ herein called "Employee", the party of the first part, AND Shri _____ S/o Shri _____ resident of _____ hereinafter called "Surety", the party of the second part, in favour of Gurgaon Gramin Bank, a body corporate constituted under the Regional Rural Bank Act, 1976 (21 of 1976) having its Head Office at Gurgaon hereinafter called "Employer Bank", the party of the third part.

The terms 'Employee', 'Surety' and the 'Employer Bank' unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors and administrators.

- A) WHEREAS the Employee has been selected for appointment as **Office Assistant (Multipurpose)** in the service of the Employer Bank.
- B) WHEREAS an offer of appointment containing the terms and conditions of the appointment has already been issued to the Employee vide letter No. _____ dated _____ of the Employer Bank.
- C) WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to the Employer Bank on _____ by the Employee.
- D) WHEREAS one of the terms and conditions of the appointment is that the Employee has to serve the Employer Bank i.e. Gurgaon Gramin Bank for minimum period of two years after appointment, for which parties to this agreement have to execute an indemnity with surety in favour of Employer Bank.

NOW THIS INDENTURE WITNESSETH as under:

- In compliance of the aforesaid condition in Offer of Appointment subject to which the Employer Bank has agreed to give appointment to the Employee, the Employee hereby undertakes to serve the Employer Bank for a minimum period of two years. This period will not include any period of unauthorised absence of the employee without pay.
- The party of the second part i.e. surety namely _____ agrees to stand as Surety for the due performance of the obligation of the Employee under the terms and conditions of appointment letter mentioned in clause (B) above and this agreement of indemnity cum surety. **In case of breach of the terms of this indemnity and surety bond as well as terms of the letter mentioned in clause (B) by the Employee and failure to indemnify the Bank, the Surety shall be jointly and severally liable to pay the amount of Rs.1,00,000/- (Rupees One Lakh Only) to Employer Bank immediately on demand without demur.**
- The Employee further agrees and undertakes that in case he/ she commits breach of the above condition and resigns from or leaves/ abandons the service prior to serving for two years and/ or neglects in performance of the duty assigned to him leading to termination of his/ her service as per rules/ regulations by the Employer Bank, he/ she will pay an amount of **Rs.1,00,000/- (Rupees One Lakh Only)** with the interest thereon @12% per annum from the date of leaving / termination of service prior to completion of two year service till payment as liquidated damages/ cost of training including on the job training and also on account of business loss suffered/ to be suffered by Employer Bank during intervening period. The Employee and Surety agree that assessment of liquidated damages as assessed at **Rs.1,00,000/-** are reasonable, which they both agree to pay jointly and severally in case demand is made by the Employer Bank.

4. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the Employee to continue in the service of Employer Bank for the aforesaid term of two years, and the Employer Bank shall always have the right to take appropriate action against the Employee as per terms of the appointment letter and/ or the rules and regulations of the Employer Bank as applicable, in case of commission of any misconduct by the Employee.

5. 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 specified above.

1. WITNESS

EMPLOYEE'S SIGNATURES

NAME & ADDRESS

2. WITNESS

SURETY'S SIGNATURES

NAME & ADDRESS

गुड़गाँव ग्रामीण बैंक

ओ0जी0-85

मुख्य कार्यालय: गुड़गाँव

नाम _____
पिता का नाम _____
पूरा पता _____

Latest
passport
size photo
duly
crossed
sign

1. व्यक्तिगत विवरण

पुरु / स्त्री _____ विवाहित / अविवाहित _____

विधवा/विधुर/तलाकशुदा: _____ जन्मतिथि: _____

जन्म स्थान: _____ जिला : _____

राष्ट्रीयता : _____ धर्म : _____

क्या आप अनुसूचित जाति/ जनजाति की श्रेणी में आते हैं ? _____

क्या आप अन्य पिछड़ी जाति की श्रेणी में आते हैं ? _____

क्या आप भूतपूर्व सैनिक की श्रेणी में आते हैं ? _____

क्या आप शारीरिक रूप से विकलांग हैं ? _____

(जो भी लागू हो, कृपया उसका विस्तृत विवरण दें)

2. पारिवारिक विवरण

पिता/संरक्षक का नाम (संरक्षक से सम्बन्ध) _____

पति/पत्नी का नाम _____

पिता/संरक्षक का व्यवसाय _____

पिता/संरक्षक की कुल वार्षिक आय (रुपये) : _____

पता _____

आश्रितों का विवरण :

क्र.सं.	आश्रित का नाम	आश्रित से संबंध	आश्रित की आयु (वर्ष)
1.			
2.			
3.			
4.			
5.			

क्या आप गुडगाँव ग्रामीण बैंक के किसी अधिकारी या कर्मचारी से सम्बन्धित हैं : (हाँ ___/ नहीं ___)

यदि हाँ, तो निम्न विवरण दें :-

संबन्धित अधिकारी/ कर्मचारी का पूरा नाम व पता	सम्बन्ध	पद	कार्य स्थल

3. शैक्षणिक योग्यता

उत्तीर्ण परीक्षा	वर्ष	स्कूल/कॉलेज संस्थान का नाम	विश्वविद्यालय का नाम	प्राप्त अंकों का प्रतिशत	प्राप्त अंकों की श्रेणी	अनिवार्य एवं ऐच्छिक वि-य
1.	2.	3.	4.	5.	6.	7.

कम्प्यूटर ज्ञान : पूर्ण विवरण दें :

टंकण (टाईपिंग) ज्ञान : अंग्रेजी--हाँ/नहीं _____ ; गति _____ ; हिन्दी--हाँ/नहीं _____ गति _____

आशुलिपि (स्टेनोग्राफी) : अंग्रेजी--हाँ /नहीं _____ ; गति _____ हिन्दी--हाँ/नहीं _____ गति _____

परिचित भााँ	बोल सकते हैं	समझ सकते हैं	पढ़ सकते	लिख सकते हैं
1.	2.	3.	4.	5.

4. व्यवसायिक अनुभव तथा प्रशिक्षण

अवधि: _____ से _____ तक

कार्यालय का नाम व पता: _____

कार्य का विवरण: _____ मासिक वेतन (रु पये) _____

व्यवसाय बदलने का कारण : _____

प्रशिक्षण किस व्यवसाय में प्राप्त है : _____

अवधि: _____ से _____ तक ।

5. अन्य सूचनाएँ

रोजगार में लगे सगे भाईयों/बहनों का ब्यौरा :

नाम	सम्बन्ध	कार्यालय का नाम	कार्य स्थल	पद	वार्षिक आय
1.	2.	3.	4.	5.	6.

व्यापार में लगे अथवा अधिकारी के पद पर काम कर रहे सम्बन्धियों के नाम व पते :

नाम	सम्बन्ध	पता

ऐसे तीन व्यक्तियों के नाम दीजिए जो आपसे परिचित हों लेकिन वे आपके सम्बन्धी न हों :

नाम	पद/व्यवसाय	पूरा पता

अपनी शैक्षणिक योग्यता तथा अनुभव की दृष्टि से आप भविय में किस पद पर पहुँचने की आशा करते हैं:

अधिकारी वर्ग-1/अधि0 वर्ग-2/अधि0 वर्ग-3/अधि0 वर्ग-4/अधि0 वर्ग-5

आप बैंक की किसी भी शाखा अथवा कार्यालय में काम करने को तैयार हैं: **हाँ / नहीं**

प्राथमिकता के आधार पर दो स्थानों का नाम लिखिये जहाँ आप काम करना चाहेंगे :

1. _____ 2. _____

निम्नलिखित व्यक्तियों द्वारा दिए गए दो प्रमाण पत्र अपने मूल रूप में संलग्न हैं :

1. _____ 2. _____

मैं घोणा करता हूँ कि इस समय मैं बेरोजगार हूँ अथवा गुड़गाँव ग्रामीण बैंक में नियुक्ति के प्रस्ताव से पहले मैं निश्चित रूप से अपने पिछले व्यवसाय से त्यागपत्र दे दूँगा।

मैं घोणा करता हूँ कि उपरोक्त विवरण सत्य एवं सही हैं।

शैक्षणिक तथा अन्य प्रशिक्षणों एवं योग्यता के प्रमाण पत्र संलग्न कर रहा हूँ।

1. _____ 2. _____ 3. _____ 4. _____

स्थान : _____

दिनांक: _____

प्रार्थी के हस्ताक्षर

GURGAONGRAMINBANK
HEAD OFFICE: GURGAON

(Undertaking to be submitted only by a candidates who belongs to Scheduled Caste or Scheduled Tribe Community)

The Chairman,
Gurgaon Gramin Bank
Head Office
Gurgaon

Dear Sir,

With reference to my appointment in the services of Gurgaon Gramin Bank, I hereby undertake as under:

“The appointment is provisional and is subject to the Caste/Tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Casts or Scheduled Tribes, as the case may be, is false, my 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 the Indian Penal code for production of false certificates.”

Yours faithfully

Signature

Name:

Place:

Date:

GURGAON GRAMIN BANK : HEAD OFFICE : GURGAON

अचल सम्पत्ति की विवरणिका यथा दिनांक _____ (अनुबन्ध-1)

नाम _____ क.सं _____ पद _____ कार्यालय/शाखा _____

वर्तमान वेतन +भत्ते _____ बैंक में नियुक्ति की तिथि _____ वर्तमान पद पर नियुक्त होने की तिथि _____

क्र सं	जिला, तह0 व गाँव जहाँ सम्पत्ति स्थित है।	सम्पत्ति का नाम व विवरण मकान, भूमि व अन्य भवन।	प्राप्ति के समय मूल्य	अगर अपने नाम नहीं है तो लिखें कि किसके नाम है व उससे आपका क्या सम्बन्ध है।	किस प्रकार प्राप्त हुई, क्रय पट्टे पर बन्धक, उत्तराधिकारी/ दावे, उपहार या अन्य, उल्लेख करें, नाम व पूरा विवरण दें।	प्राप्ति की तिथि	संपत्ति से वार्षिक आय	संचय के स्रोत
1	2	3	4	5	6	7	8	9

चल सम्पत्ति की विवरणिका यथा दिनांक _____ (अनुबन्ध - 2)

क्र सं	वर्णन	रजिस्ट्रेशन संख्या या विशिष्ट विवरण	किसके नाम है।	प्राप्ति की तिथि	कैसे प्राप्त हुई या खरीदी	प्राप्त करते समय संपत्ति का मूल्य	वर्तमान बाजार मूल्य	संचय के स्रोत
1	2	3	4	5	6	7	8	9
क	आभूषण व जवाहरात							
ख	वाहन							
ग	हर प्रकार के मूल्यवान बर्तन							
घ	शेयर स्टॉक, डिबेंचर, बीमा पॉलिसी या अन्य प्रकार की सिक्योरिटी आदि (जीवन बीमा पॉलिसी के लिए कुल बीमित राशि के साथ वार्षिक प्रीमियम की अदा की गई राशि भी लिखें तथा NSC व अन्य बॉन्ड अलग-2 दर्शाएँ।							
ङ	नकद (कुल जमा राशि)							
च	ऋण दिया हुआ							
छ	अन्य विवरण							

अनुबन्ध-3

ऋण एवं अन्य देयताओं की विवरणिका यथा दिनांक _____

क्र सं.	राशि (रूपये)	ऋण दाता का नाम व पता	ऋण लेने की तिथि	ऋण दायित्व लेने के उद्देश्य	टिप्पणी
1	2	3	4	5	6

* यदि किसी बाहरी वित्तीय संस्था से ऋण लिया हो तो मु0का0 के स्वीकृति पत्र का क्रमांक व दिनांक का उल्लेख अवश्य करें ।

मैं निठापूर्वक घोणा करता हूँ कि ऊपर दी गई विवरणिका अनुबन्ध- 1, 2 व 3 पूर्ण सत्य एवं सही हैं।

स्थान _____ दिनांक _____

हस्ताक्षर