

SHREYAS GRAMIN BANK

HEAD OFFICE :: ALIGARH

RECRUITMENT OF OFFICE ASSISTANT (MULTIPURPOSE) IN SHREYAS GRAMIN BANK

SUCCESSFUL CANDIDATES FROM WAIT LIST DATED – 27.08.2012

(WRITTEN TEST HELD ON 26.06.2011 & INTERVIEWS FROM 12.10.2011 TO 21.10.2011)

The written examination for recruitment of Office Assistant (Multipurpose) was held on 26.06.2011 and the Interviews were held from 12.10.2011 to 21.10.2011. The candidates with following Roll Numbers have been drawn from wait list and qualified for selection for the post of Office Assistant (Multipurpose). The individual call letters have been issued separately.

VENUE: SHREYAS GRAMIN BANK, HEAD OFFICE, DIGGI ROAD, ALIGARH

S.N.	ROLL NO.	DATE TO JOIN	TIME
1	1107005149	19.09.2012	10.00 AM
2	1207013653	19.09.2012	10.00 AM
3	1207009983	19.09.2012	10.00 AM
4	1201001574	19.09.2012	10.00 AM

- NOTE :**
1. CANDIDATES ARE REQUIRED TO REPORT FOR JOINING IN THE BANK AS PER SCHEDULE AT HEAD OFFICE, DIGGI ROAD, ALIGARH AT 10.00 AM SHARP. THOSE WHO FAILED TO REPORT FOR JOINING AS ON DATE AS PER SCHEDULE, THE OFFER OF APPOINTMENT SHALL BE STAND AUTOMATICALLY CANCELLED.
 2. THE BANK IS NOT RESPONSIBLE FOR PRINTING/ PUBLISHING ERRORS, IF ANY.

DATE: 27.08.2012

GENERAL MANAGER

SPECIMEN COPY OF CALL LETTER



श्रेयस ग्रामिन बैंक

प्रवर्तक: केनरा बैंक

डिग्वी रोड, पो. बो. सं. 35

अलीगढ़-202 001

☎2400322,2503830,2405012,2506764

SHREYAS GRAMIN BANK

(Sponsored by :Canara Bank)

HEAD OFFICE, P.B. NO. 35

ALIGARH-202 001

☎:2400322, 2503830,

2405012, 2506764

फैक्स- 0571-2401002

FAX- 0571-2401002

PMH-3/...../2012

P. M. & H.R.D. SECTION

Date: 27.08.2012

PROCEEDINGS OF THE GENERAL MANAGER DATED 27.08.2012

1. Whereas, **Mr./ Ms.** has applied for the post of **Probationary Office Assistant (Multipurpose)** in the Bank in response to our Advertisement No. OS-1/ CCC/SGB-2011 dated 30.03.2011.
2. Whereas, **Mr./Ms.** has been selected as Probationary Office Assistant (Multipurpose).
3. Whereas, in all matters concerning this service in the Bank, he/she shall in all respects be bound by the **SHREYAS GRAMIN BANK (OFFICERS & EMPLOYEES) SERVICE REGULATIONS, 2010** and any amendments and alterations thereof and additions thereto.
4. Whereas, the period of probation shall be 12 (Twelve) months from the date on which his/her probation period is to commence, unless extended in accordance with the Regulations contained in the Service Regulations-2010.
5. Whereas, notwithstanding what is stated in Para-2 above, the Bank may terminate his/her service at any time during the probationary period without assigning any reasons by giving him/her one month notice in writing or by paying him/ her one month salary and emoluments in lieu of notice.
6. Whereas, during the period of probation he/she shall be paid salary and emoluments as applicable to the starting scale of Rs. **7200 - 400(3) 8400 - 500(3) 9900 - 600(4) 12300 - 700(7) 17200 - 1300 (1) 18500 - 800(1) 19300 (20 years)**.
7. Whereas, he/ she is required to produce a medical certificate from Chief Medical Officer, District Hospital at the time of joining duty at his/ her own cost.
8. Whereas, he/she is required to submit original and one copy of the following certificates at the time of joining:
 - S.S.L.C. Certificate (High School Certificate) certifying date of birth.
 - List of marks (SSLC, PUC/PDC/Intermediate/ and Degree).
 - Marks sheet in support of higher qualification viz. Graduate/ Master Degree.
 - Conduct Certificate from 2 respectable persons not related to him/ her.
 - Certificate for SC/ST/OBC/ Person with Disability/ Ex-serviceman (wherever applicable) issued by appropriate authority.
 - "Caste Certificate for OBC should not be more than one year old as per advertisement.
 - Discharge Certificate and Service Record Book (from Ex-servicemen candidates).

- He/she shall submit attested copy of PAN card or copy of the application form applying for Pan Card.
 - Domicile Certificate.
9. Whereas, he/ she is required to produce a Satisfactory Certificate of relief and good conduct from his/ her previous employer/ and also from the present employer, if any.
 10. Whereas, he/she is required to join at our **Head Office, Near Abdullah Girls College, Diggi Road, Aligarh** at 10.00 AM **on 19.09.2012** on production of the documents mentioned above and thereafter he/she shall be posted in any of the branch/ office of the Bank.
 11. Whereas, his/her service will count from the date of his/ her joining the above branch/ office.
 12. Whereas, he/she shall execute Fidelity and Secrecy Bond at the time of reporting for duty
 13. Whereas, he/ she is not eligible for any Travelling Allowance to join the above post.
 14. Whereas, he/ she is required to submit 4 copies of his/ her recent pass-port size photograph duly signed by him/ her on front side and name and date of joining written in Block Letter on the reverse.
 15. Whereas, under no circumstances (for whatsoever reasons) the extension in date of joining shall be permitted by the Bank.
 16. **Whereas, if he/she does not join at our above branch/ office at 10.00 AM on 19.09.2012, our offer of appointment will automatically stand cancelled.**
 17. Whereas, he/ she shall also be required to bring Non-judicial stamp paper purchased from Uttar Pradesh Government of value Rs.100/- (Rupees One Hundred only) favouring Shreyas Gramin Bank, in order to execute Service Agreement.

GENERAL MANAGER

To,
MR./ MS.
VILLAGE -
POST -

PIN CODE -.....

ACKNOWLEDGEMENT

I have read the terms & conditions and hereby accept the offer of appointment on the said terms & conditions set out in the above appointment letter.

I hereby declare that the information furnished by me in the Bio-data submitted to the Bank is true to the best of my knowledge and in the event of any of these information are found to be false or incorrect at a later date, my selection/ appointment is liable to be terminated.

Place :
 DATE:

SIGNATURE