

HOW TO APPLY

I. HOW TO APPLY

(i) Candidates are required to apply online through Bank's website www.shgb.co.in from 09.06.2015 to 24.06.2015. No other means/ mode of application will be accepted.

(ii) Candidates should ensure that their personal email ID (as specified in the online application form while applying for RRBs- CWE III conducted in September 2014) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.

(i) Applicants are first required to go to the Bank's website www.shgb.co.in and click on the link "Recruitment".

(ii) Thereafter, open the Recruitment Notification. The candidate should take a printout of the **Fee Challan Form. Fill in the Fee Challan Form in a clear and legible handwriting in BLOCK LETTERS.**

Candidates can pay application fees at any branch of the Sarva Haryana Gramin Bank only.

Go to the nearest Sarva Haryana Gramin Bank Branch with the Fee Challan Form and pay, in Cash, the appropriate Application Fee in CBS Account Nos. **80562100003427** with Sarva Haryana Gramin Bank.

Candidates may find out the required branch address from the Bank's website under heading **Branch Network.**

(iii) Obtain the Applicant's Counterfoil Copy of Fee Payment Challan duly authenticated by the Bank with (a) Branch Name & code No. (b) Transaction id (c) Date of Deposit & amount filled by the Branch Official.

(iv) Candidates are now ready to Apply Online by re-visiting the "Recruitment" Link on the Bank's website www.shgb.co.in. All the fields in the online Application format should be filled up carefully.

(vii) Carefully fill in the details such as fee payment details from the paid Fee Challan Form in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.

(viii) Candidates cannot edit their application after submission.

(ix) The transaction ID provided by the Branch after deposit of fee must be quoted in the online application and the Original fee payment receipt i.e Fee Challan Form will have to be submitted along with print of Application submitted online & the Call Letter at the time of Interview. Without original Fee Challan the candidate will not be allowed to appear in the Interview. Candidates are also advised to keep a photocopy of the fee payment challan with them.

(x) The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

(xi) CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE ONLINE APPLICATION / FEE PAYMENT RECEIPT (Fee Challan) TO THE BANK AT THIS STAGE (to be submitted at the time of Interview only).

(xii) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

(xiii) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if short listed for Interview.

The applicant should affix his/her photograph and sign across the photo on such printout of application and keep the same ready for submission **if selected for Interview** along with copies of required documents mentioned below:

1. Printout of the online application submitted.
2. 10th standard / 12th standard / Graduation examination Mark sheet in support of **local language i.e. Hindi** for posts of Officer Scale I and Office Assistants (Multipurpose).
3. Self attested copy of School leaving certificate or any other document as proof of age acceptable to the Bank.
4. Self attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Self attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof.
8. Any other relevant document.

If selected for interview, candidates serving in Government / Public Sector Undertakings/ Private Institutions will be required to submit their applications accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she meets the eligibility criteria and complies with the requirements and adhered to the instructions contained in this advertisement as well as in the application form.
