

## **HOW TO APPLY**

- (i) **Candidates are required to apply online through Bank's website [www.jharkhandgraminbank.com](http://www.jharkhandgraminbank.com). 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/October 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.
- (iii) Applicants are first required to go to the Bank's website [www.jharkhandgraminbank.com](http://www.jharkhandgraminbank.com) and click on the link "Recruitment".
- (iv) Thereafter, open the Recruitment Notification.
- (v) Carefully fill in the details in the Online Application Form.
- (vi) **Candidates cannot edit their application after submission.**
- (vii) 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.
- (viii) The Application printout along and required copies of documents should be kept ready for submission if shortlisted for Interview.

The applicant should sign and affix his/her photograph 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. 10<sup>th</sup> standard / 12<sup>th</sup> standard / Graduation examination Mark sheet in support of **local language i.e. HINDI** for posts of Officer Scale-I and Office Assistants (Multipurpose).
3. Attested copy of School leaving certificate or any other document as proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. 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 (including Banks & Financial 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 has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

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