	UTTARAKHAND GRAMIN BANK Head Office, 18-New Road, Dehradun Uttarakhand PIN - 248001	Contact Details of the Bank e-mail: ugb_per@rediffmail.com Telephone: 0135-2710660, 2710661, 22652692 Fax: 0135- 2710662 Please visit us at www.uttarakhandgraminbank.com

UTTARAKHAND GRAMIN BANK invites applications from Indian citizens, for the posts of Officer in Junior Management (Scale I) Cadre and Office Assistant (Multipurpose) from Indian citizens who have been declared qualified at the Online CWE for RRBs conducted by IBPS during September/ October 2014.

Beginning date of Payment of Application Fees	**13.03.2015 to 27.03.2015**
Opening date for Online Registration	**13.03.2015**
Last Date for Online Registration	**27.03.2015**

A. DETAILS OF VACANCIES:

Sr. No.	Post	SC	ST	OBC	UR	TOTAL	Out of Which			
							PWD (Out of Which)			EXS
							VI	HI	OC	
1	Officer Scale-I	12	06	22	44	84	01	01	01	--
2	Office Assistant (Multipurpose)	31	05	22	117	175	02	02	02	25*

***Out of the 14.5 % (25) vacancies vertically reserved for Ex-Servicemen, 4.5% (07) vacancies are reserved for Dependents of Ex-Servicemen and Physically Challenged Ex-Servicemen.**

NOTE : The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirement of the Bank.

Abbreviations stand for :

SC	Scheduled Caste	**UR**	Unreserved Category	**HI**	Hearing Impaired
ST	Scheduled Tribe	**PWD**	Persons with Disability	**OC**	Orthopedically Challenged
OBC	Other Backward Classes	**VI**	Visually Impaired	**EXS**	Ex-Serviceman

B. SCALE OF PAY:

Post	Pay Scale (Rs.)
Office Assistant (Multipurpose)	7200 – 400/3 – 8400 – 500/3 – 9900 – 600/4 – 12300 – 700/7 17200 – 1300/1 – 18500 – 800/1 - 19300
Officer Scale I	Rs.14500 – 600/7 - 18700 – 700/2 – 20100 – 800/7 – 25700

C. EMOLUMENTS:

Post	Emoluments at the minimum of Basic Pay (Rs.)
Office Assistant (Multipurpose)	Rs. 16841/-
Officer Scale I	Rs. 31664/-

D. **PROBATION PERIOD**: Selected candidates in Officer cadre (S-I) will be on probation for a period of 2 years, which may be extended by the Appointing Authority for a period not exceeding 1 year.

Candidates selected for the post of Office Assistant (Multipurpose) shall be on probation for a period of 1 year, which may be extended by the Appointing Authority for a period not exceeding six months.

Note: It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved category provided they fulfill the eligibility criteria laid down for Unreserved category.

The number of vacancies in UR category and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.

E. **BOND AMOUNT:**Candidates selected for appointment to the posts of Officer Scale-I shall have to execute a bond (with 2 sureties) agreeing to pay to the Bank a sum of Rs. 100000/ (Rs. One Lac only) in the event of their leaving the Bank's service before completion of 2 years' service in the Bank.
Candidates selected for appointment to the posts of Office Assistant (Multipurpose) shall have to execute a bond (with 2 sureties) agreeing to pay to the Bank a sum of Rs. 50000/- (Rs. Fifty Thousand only), in the event of their leaving the Bank's service before completion of 1 years' service in the Bank.

F. **ELIGIBILITY CRITERIA**: Eligibility Criteria is to be considered as per RRBs CWE-III Advertisementpublished in Employment News/Rozgar Samachar Issue Dated 28th June–4th July, 2014released by IBPS and posted on the IBPS's website www.ibps.in.

* Language Proficiency - The candidates applying for the posts of Officer Scale I and Office Assistants –(Multipurpose) are required to possess proficiency in the local language of the State / UT i.e., Hindi or Sanskrit. For ensuring proficiency in local language, the candidate should have –

a. Local language at 10thStd. level
OR
b. Native language at 10thStd. level
OR
c. Local language at any level up to graduation level

G. PRE- REQUISITE QUALIFICATIONS
Candidates who have been declared qualified in the RRBs-Online CWE conducted by IBPS in September/ October 2014 should have obtained the following scores as given below.

For Office Assistant

Name of the Test	Qualifying Score	
	SC/ ST/ SC-PWD/ ST-PWD/ SC-EXS/ ST-EXS	OBC/ GEN/ OBC-PWD/ GEN-PWD/ OBC-EXS/ GEN-EXS
Reasoning	13& above	18& above
Numerical Ability	17 & above	22& above
General Awareness	10& above	13& above
English Language	13& above	17& above
Hindi Language	19 & above	23 & above
Computer Knowledge	16& above	20& above
Cutoffs on Total Weighted Score	**70& above**	**80& above**

For Officer Scale-I

Name of the Test	Qualifying Score	
	SC/ ST/ SC-PWD/ ST-PWD	OBC/ GEN/ OBC-PWD/ GEN-PWD
Reasoning	13& above	17& above
Quantitative Aptitude	7 & above	11& above
General Awareness	6& above	9 & above
English Language	7& above	11& above
Hindi Language	14 & above	17& above
Computer Knowledge	10& above	13& above
Cutoffs on Total Weighted Score	**70& above**	**80& above**

H. **APPLICATION FEE** (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :

Officer Scale-I
- **Rs. 20/- for SC/ST/PWD candidates.**
- **Rs.100/- for all others**

Office Assistant (Multipurpose)
- **Rs. 20/- for SC/ST/PWD/EXSM candidates.**
- **Rs.100/- for all others**

Requisite Application Fee may be paid through CBS at any of the **Branches of UTTARAKHAND GRAMIN BANK**by means of a Payment challan (as applicable to them for the post applied for) available in the **Bank's website www.uttarakhandgraminbank.com**

NOTE:

(i) The payment towards application fee can be made through CBS from any of the Branches of **UTTARAKHAND GRAMIN BANK**.

(ii) The payment towards application fee through CBS can be made between **13.03.2015** and **27.03.2015**.

(iii) The CBS fee payment challan contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan must be retained with the candidate after the necessary details such as Transaction ID, Branch Code etc. are filled in by the bank official.

(iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

H. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:

(a) For SC/ST/OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

I. SELECTION PROCEDURE:

- **For Office Assistant (Multipurpose):-**Selection will be made on the basis ofperformance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.

- **For Officer Scale-I:-**Selection will be made on the basis ofperformance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.

J. **PERSONALINTERVIEW:** Depending on the number of vacancies, Bank will call from among who have applied to bank, the number, equivalent to three times the number of vacancies short-listed based on their **Total Weighted Scores (TWS).** Remaining applicants, if any will not receive an interview call from the Bank.

The total marks for Interview will be 30.

K. INTERVIEW CENTRE:

The Interview will be held at the DEHRADUN (Uttarakhand) centre and the complete address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

Note: Bank reserves the right to cancel the centre and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

L. GENERAL INSTRUCTIONS

(a) Before applying for any of the mentioned post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Mere admission to the Online RRB CWE III and/ or passing the test and being invited by the Bank for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Online CWE and have been called for interview.

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

(b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "UR" or "UR Persons with Disabilities' as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority, inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently (i.e., issued on or after **01/01/2015** should be submitted at the time of Interview.

(c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.

(d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.

(e) The candidates will have to appear for interview at their own expense.

(f) Only candidates willing to serve anywhere in the operational area of the bank (viz., Distt. Dehradun, Haridwar, Chamoli, Rudraprayag, Uttarkashi, Pauri Garhwal, New Tehri, Pithoragarh, Champawat, Almora, Bageshwar,Nainital, Udham Singh Nagar,)**should apply.**

(g) Any request for change of address will not be entertained.

(h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at DEHRADUN.

(i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.

(j) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).

(k) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

(l) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority, in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.

(m) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the interview may lead to disqualification.

Action against candidates found guilty of misconduct :

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

At the time of interview, if a candidate is (or has been) found guilty of

i. using unfair means during the selection processor
ii. impersonating or procuring impersonation by any person or
iii. misbehaving in the interview venue or taking away any documents from the venue or
iv. resorting to any irregular or improper means in connection with his/her candidature by selection or
v. obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

M. HOW TO APPLY

(i) **Candidates are required to apply online through Bank's website www.uttarakhandgraminbank.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.uttarakhandgraminbank.com,**and click on the link "Recruitment".

(iv) Thereafter, open the Recruitment Notification.

- the candidate should take a printout of the fee payment challan
- Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- Candidates can pay application fees including postal charges in any of the branches of UTTARAKHAND GRAMIN BANK in the account number specified and printed on the payment Challan only.
- Go to the nearest UTTARAKHAND GRAMIN BANK Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in **CBS Account Nos. 92197001016 for Officers & 92198001015 for Office Assistants (Multipurpose). The details of fees to be paid are indicated hereunder.**

Officers

- **Rs. 20/- for SC/ST/PWD candidates.**
- **Rs.100/- for all others**

Office Assistant (Multipurpose)

- **Rs. 20/- for SC/ST/PWD/EXSM candidates.**

- **Rs.100/- for all others**

Candidates may find out the required branch address from the Bank's website, under the head "BranchLocator".

(v) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly authenticated by the Bank with **(a) Branch Name & code No, (b) Transaction Id/Scroll number (c) Date of Deposit & amount** filled by the Branch Official.

(vi) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website www.uttarakhandgraminbank.com**. 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 CBS Challan in the Online Application Form.

(viii) Candidates cannot edit their application after submission.

(ix) **Original fee payment receipt i.e CBS challan will have to be submitted with the Call Letter at the time of Interview. Without original CBS 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) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan) TO THE BANK AT THIS STAGE.**

(xi) 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.

(xii) The Application printout along with the fee payment receipt 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. 10th standard / 12th standard / Graduation examination Mark sheet in support of **local language(Hindi or Sanskrit)** 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.

N. CALL LETTERS FOR THE INTERVIEW

A list of candidates shortlisted for interview will be notified in our website- www.uttarakhandgraminbank.com within a period of 10 days after the last date of registration (i.e. 27.03.2015) and the call letters **will be sent to shortlisted candidates only** through their e-mail address given by the candidates in their application form.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter, Original Fee Payment Challan and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

Date: 04/03/2015 **Chairman**

Place : Dehradun UTTARAKHAND GRAMIN BANK