



JHARKHAND GRAMIN BANK

Head Office

Rajendra Place, 5, Main Road Ranchi

Phone No. 0651-2202120

RECRUITMENT FOR THE POST OF OFFICER & CLERK- CUM- CASHIER

JHARKHAND GRAMIN BANK (Sponsored by: Bank of India)
INVITES APPLICATION FROM INDIAN CITIZENS FOR APPOINTMENT TO THE FOLLOWING
POSTS IN THE OFFICER CADRE & CLERK CUM CASHIER

LAST DATE FOR RECEIPT OF APPLICATION: -- 12.04.2010

DATE OF WRITTEN EXAMINATION:

Officer Scale -I: -- 13.06.2010
Clerk cum Cashier: -- 20.06.2010

01. VACANCIES:

Sr. No.	Post	Code	Vacancies				Total	Out of which	
			SC	ST	OBC	UR		PWD	
1	Officer in JMG-1	01	05	02	10	22	39	01	
2	Clerk cum cashier	02	04	09	04	21	38	01	

Note: Abbreviation stand for : SC – Scheduled Caste, ST –Scheduled Tribe, OBC –Other Backward Classes, UR- Unreserved, PWD- Persons With Disability, OC- Orthopaedically Challenged, VI- Visually Impaired, HI- Hearing Impaired, EXS-Ex- Servicemen

Note: PWD includes OC, VI &HI

Note:-

1. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
2. It is clarified that it may not be possible to employ PWD candidates in all offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
3. As the reservation for PWD candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/General) to which they belong.

02. PAY SCALE & EMOLUMENTS:

Post	PAY SCALE (Rs.)
Officers	10000-470/6, 12820-500/3, 14320-560/7, 18240
Clerk cum cashier	4410-215/3, 5055-335/3, 6060-470/4, 7940-500/3, 9440-560/4, 11680-970/1, 12650-560/1, 13210.

- i. The above scales are likely to be revised in near future.
 ii. Other allowances, DA, HRA & Medical/LFC facilities & perquisites will be admissible as per the rules of the Bank.

INITIAL GROSS EMOULMENTS WILL BE AS UNDER (At present rate of DA, HRA) **For Officers: Rs.16950/-approx. for Clerk cum cashier Rs.7475/-approx.**

03. ELIGIBILITY CRITERIA:

(a). Nationality/ Citizenship:

A candidate must be a citizen of India.

(b). AGE (as on 01.01.2010):

Minimum 18 years- Maximum 26 years for Clerk cum cashier

Minimum 18 years- Maximum 26 years for Officers Cadre

RELAXATION OF UPPER AGE LIMIT;

Sr.	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe Candidates	5 years
2	Other Backward class candidates	3 years
3	Widows, Divorced women & women judicially separated from their husband & who are not remarried (subject to max. age limit of 35 years for clerical cadre.)	9 years
4	PWD Category candidates on cumulative basis.	10 years
5	Ex-servicemen (in addition to the usual period of service in the Defence forces subject to a maximum age of 50 years	03 years

NOTE: The cumulative age relaxation for PWD categories will therefore be (a) by 15 years (10+5) for SC/ST, (b) by 13 years (10+3) for OBC (c) by 10 years (0+10) for General Candidates, subject to such cumulative relaxation not taking the age beyond 50 years on 01.01.2010.

(c) Educational Qualification (As on 01.01.2010)

Post Code 01:

- A degree from any recognized university in any discipline or its equivalent.
- Proficiency in local language i.e Hindi is necessary but candidates must have very good knowledge/command on English language also.
- Preference will be given to candidates with good computer knowledge.

Post Code 02:

- * Degree from a recognized University in any discipline or its equivalent: **OR**
- * Pass with 50% marks in aggregate in Higher Secondary Examination of 10+2+3 Pattern/XI standard of 11+3 pattern/pre-degree or intermediate or any equivalent examination for General Candidates and Pass for SC/ST Candidates. **OR**
- Diploma in Banking recognized by Central/state Government or Union territory **OR**

3.

- pass with minimum 60% marks in aggregate in Matriculation/SSC(old pattern)/SSLC/10+2+3 pattern/or equivalent in case of General Category and Pass in aggregate for SC/ST Candidate.
- Proficiency in Hindi is essential. Knowledge of English is preferred.
- Proficiency in Computer knowledge & Operations.

04. SELECTION PROCEDURE:

(A) Written Test:

For Officers

S.N	<u>Objective Test</u>	No. of Qs.	Max. Marks	Duration
01	Reasoning Ability	50	50	150 minutes
02	Quantitative aptitude	50	50	
03	General Awareness & Current development	50	50	
04	Test of English Language	50	50	
	Total	200	200	
05	<u>Descriptive Test</u> Higher order cognitive abilities to assess Knowledge on Current Developments & Communication skills	05 Compulsory Questions	100	60 minutes

For Clerical cadre

S.N	<u>Objective Test</u>	No. of Qs.	Max. Marks	Duration
01	Test of Reasoning Ability	50	50	Composite time of 2 hrs and 30 minutes
02	Test of Numerical Ability	50	50	
03	Test of Clerical Aptitude	50	50	
04	Test of English Language	50	50	
	Total	200	200	

The Tests of Sr. Nos. 01 to 03 mentioned above will be printed bilingual.

Note: Candidate have to secure minimum 40% marks in each of the Objective tests (35% for SC/ST/OBC/PWD Candidates) and 50% marks in aggregate (45% for SC/ST/OBC/PWD candidates) to qualify for interview. Bank reserves the right to vary the above said cut-off marks. In objectives test there will be negative marking for each wrong answer.

(B) PERSONAL INTERVIEW:

The Candidates who qualify in the written test as above will be listed in order of merit (highest to lowest marks in each category and shall be called for interview in the ratio of 1 vacancy:3 candidates in order of merit in the respective category. Mere pass in written test will not vest any right in a candidate for being called for personal Interview.

05. Name and codes of Centre of written examination

<u>Sr. No.</u>	<u>Name of the Centre</u>	<u>Center Code</u>
1.	Ranchi	11
2.	Jamshedpur	12
3.	Dhanbad	13
4.	Hazaribagh	14

The Bank reserve the right to cancel any of the above centres if there are insufficient candidates for particular centre and the candidates opting for that centre will be allocated to the nearby centre.

06. APPOINTMENT

Candidates selected on the basis of their performance in written test and Personal Interview will be offered appointment in the Bank in order of merit list.

Probation period will be as under;

For Officers -- 2 years

For Clerk-cum-Cashier __ 1 year

The candidates will be posted in any of the branches/offices of the Bank and shall be liable to be transferred any where in Jharkhand where the Bank has its operations during their service.

Pre-examination Training for SC/ST and Minority candidates.

It is proposed to impart pre-examination training to SC/ST /Minority community Candidates for Officers & Clerical cadre at Ranchi. The training Center may also be changed at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the application format. All expenses regarding traveling, boarding, lodging etc will be borne by the candidate for attending the Pre-Examination Training programme at the concerned Training Centre.

07. HOW TO APPLY:

- (a) All eligible candidates should apply in the prescribed Application Format given at the end of this advertisement to reach on or before the last date for receipt of applications along with the requisite fee. Applications received after the last date or without proper fees will not be considered.
- (b) If a candidate is eligible and desires to apply for more than one post, he/ she should make separate application for each of the posts which he/she wishes to apply for along with separate application fee for each of the posts.
- (c) Certified copies of the following shall be enclosed to the application-
 - (i) caste/tribe/community/disability/defence service certificate in case candidates belonging to SC/ST/PWD/EXS.
 - (ii) Class X certificate/mark list containing date of birth.
 - (iii) Xerox copies of educational qualifications certificate.
- (d) Application complete in all respects should be sent only by **Ordinary Post** at the following address

For Officers Cadre

To,
The Recruitment of Officers
POST BOX No. 9024,
Goregaon (East)
Mumbai- 400063

For Clerical Cadre

To,
The Recruitment of Clerks
POST BOX No. 9055,
Goregaon (East)
Mumbai- 400063

08. GENERAL INSTRUCTIONS:

- (i) The written test for the Officers & Clerks will be advised to candidates individually. The Bank, reserves the right to cancel or make any changes in the date of examination, if need arises.

- (ii) **The Centers and the Venue of written examination will be advised in the Call letter. The Bank, however, reserves the right to cancel and/or add other Centers, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the Candidate any Centre other than the one he/she opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.**
- (a) Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- (b) As the applications are to be processed by a computerized System. It is essential that the application is strictly in accordance with the prescribed format and properly and completely filled and contains no corrections/alterations/overwriting.
- (c) A candidate must fill the application form in CAPITAL LETTERS IN HIS/HER OWN HANDWRITING and should use English numerals. The application should be in A-4 size paper (11.69"x8.27")
- (d) Before applying for any post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms.
- (e) Candidate seeking relaxation in Fee/Age must enclose a certified copy of the certificate in support of his/her claim and should not send original certificates or testimonials.
- (f) Application once made will not be allowed to be withdrawn and the Fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- (g) An application not accompanied by relevant certificate/s where necessary, or requisite fee or not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- (h) A recent passport size photograph should be firmly pasted on the application and should be signed across, by the candidate. Three copies of the same photograph should be attached for use at the time of written examination and interview. Candidate is advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of written test and interview may lead to disqualification.
- (i) Candidates serving in Government/Public Sector undertaking (including Banks) should send their application through proper channels.
- (j) The above candidate should also produce no objection certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered. Advance copy of the application along with the original Bank demand draft may be sent to the above address, within the last date for submission of application.
- (k) **Only those candidates willing to serve anywhere in the State of Jharkhand should apply.**
- (l) Decision of the Bank in all matters regarding eligibility of the candidate the stages at which such scrutiny of eligibility is to be undertaken, the document to be produced for the purpose of the conduct of examination, 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 in this behalf whatsoever.
- (m) Bank may at its discretion hold re-examination wherever necessary in respect of a Centre/Venue/specific post.
- (n) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/Institution.
- (o) Candidates who apply for more than one post must send separate applications for each post accompanied by separate fee and separate certified copies of required certificates in separate envelopes.

(p) Only certified true copies of all certificates should be sent by the candidate along with the application.

(q) Any request for change of address will NOT be entertained.

(r) Each application must be accompanied by Copies of under mentioned certificates.

(iii).

(A) Secondary School certificate/School leaving certificates or any other document proof of age.

(b) Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSLC/HSC/Graduate degree, post graduation degree, professional/research qualification etc.

(c) A candidate belonging to SC/ST/OBC/PWD category should attach a certified copy of SC/ST/OBC/PWD certificate issued by Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs the certificate inter alia must specify that the candidate does not belong to Creamy layer section excluded from the benefit of reservation for other backward class in civil post and service of Government of India. OBC certificate should not be more than one year old as on the date of application.

(d) An ex-service man candidate has to enclose a copy of discharge certificate. Retirement/pension order and document proof of rank (substantive as well as action) last/presently held. Those who are still in defence service should submit a certificate from the Competent Authority that they will be relieved from defence service, in time, to enable the candidate to report for duty in the event of selection to work for the Bank.

(e) Bank Demand Draft to be issued in favour of Jharkhand Gramin Bank payable at RANCHI

(f) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the court situated in **Ranchi**.

(g) Bank takes no responsibility for any certificate/remittance sent separately by candidate.

(h) No candidate is permitted to use calculator, Mobiles, pagers or any other such instruments during the examination. The candidate will appear for the written examination at the allotted centers at their expenses and risks and the Bank will not be responsible for any injury/loss etc, of any nature.

(i) Candidate in their own interest is advised to submit their application well in time before the last date to avoid possible delay in postal transit. Applications received after the last date will be rejected.

(j) Appointment of selected candidates is subjected to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rule of the Bank.

Competent Authority for Issue of Certificate to SC/ST/OBC/PWD is as under:

(B) For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendiary 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.

(C) For PERSONS WITH DISABILITY- the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or state Government. The Central/State Govt. may constitute Medical Board consisting of at least 3 members out of which one shall be a

specialist in the particular field for assessing locomotors/cerebral/visual/hearing disability as the case may be.

Note:

1. The relaxation in upper age limits is as per Govt. of India guidelines.
2. An ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-serviceman for his re-employment, including a job in the public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
3. Above relaxations are available only if the candidates fulfill the various condition prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Community Certificate.

Definition: Persons with Disability (PWD)

Definition of categories of Disabilities:

- (a) An Orthopaedically Challenged (OC) person is one suffering from Locomotors Disability or Cerebral Palsy, Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/State Govt.) would be eligible for reservation in services/posts.

Locomotors Disability means disability of the bones, joint or muscles leading to substantial restriction of the movement of the limbs or any from of cerebral palsy.

Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peril-natal, or infant period of development.

- (b) Deaf & Hearing Impaired (HI): the deaf are those persons in whom the sense of hearing is non-functional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (c) Visually Impaired: The visually impaired persons are those suffering from blindness or low vision.

Blindness – refers to condition where a persons suffers from any of the following conditions

- (i) total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Person with low vision- means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply.

The candidate will have to arrange his/her own scribe-

- i) At his/her own cost.
- ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- iii) The scribe can be from any academic discipline. The scribe should possess less mark than the candidate and not more than 60% marks in his own academic stream.
- iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/she did not fulfill any of laid down eligibility criteria or suppresses material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of examination.

APPLICATION FEE FOR EACH POST INCLUDING POSTAL CHARGES
(NON REFUNDABLE)

Sr.	Category	Amount of Fees/Postage (Non refundable)	Total
01	SC/ST/PWD/EXS	Rs.50/- for Post Code 01 & 02	Rs.50/-
02	OBC/General	For Post Code-01 Rs.400/- For Post Code-02 Rs.300/-	Rs.400/- Rs.300/-

Note:

Application fee including postage should be paid by a single Demand Draft for each post separately to be drawn as below-

‘Jharkhand Gramin Bank Recruitment Account- Officer’ Payable at Ranchi**‘Jharkhand Gramin Bank Recruitment Account- Clerical’ Payable at Ranchi**

- (i) Candidate must write his/her name, address & post applied for on the reverse side of the Bank Draft.
- (ii) Payment of application fee & postage charge by Cash/Cheques/Money Orders/Postal Order etc will not be accepted.
- (iii) Candidates applying for more than one post should submit separate application for each post along with requisite application fees/postage charge.
- (iv) Application once made will not be allowed to be withdrawn and fee and postage charges once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

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 and should not suppress any materials information while filling up the application form. At the time of written examination/interview, if a candidate is (or has been) found guilty of- (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or

9.

(iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
(v) obtaining support for his/her candidature by unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable;

- To be disqualified from the examination for which he/she is a candidate.
- To be debarred either permanently or for specified period from any examination or recruitment conducted by Jharkhand Gramin Bank.
- For termination of service, if he/she has already joined the Bank.

The Bank would be analyzing the response of a candidate with other candidates to detect patterns of similarity, if as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves right to cancel his/her candidature.

Call letters for written examination:

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by post. An eligible candidate for the post of Officers who does not receive the call letter by **06.06.2010** and in respect of Clerk cum cashier by **13.06.2010** should contact at the following address with details of his/her name, address, Xerox copy of the application form for each post, details of Demand Draft etc, for obtaining duplicate call letters. Duplicate call letters will be issued between **07.06.2010** and **12.06.2010** for Officers and between **14.06.2010** and **19.06.2010** for Clerk cum cashier at the following address.

**JHARKHAND GRAMIN BANK
Head Office, Rajendra Place,
5, Main Road, Ranchi-834001,
Tel- 0651-2202120**

Duplicate Call letter will be issued subject to production of Details of Demand Draft and Xerox copy of Application along with Photograph.

CHAIRMAN