



सरगुजा क्षेत्रीय ग्रामीण बैंक  
**SURGUJA KSHETRIYA GRAMIN BANK**

प्रवर्तक – सेन्ट्रल बैंक आफ इण्डिया  
प्रधान कार्यालय: प्रथम तल, विवेक काम्पलेक्स, संगम गली, , अम्बिकापुर, छत्तीसगढ़ 497001  
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E-mail-

## Advertisement

**SURGUJA KSHETRIYA GRAMIN BANK invites applications from Indian citizens for the posts in SCALE-I OFFICERS & CLERK-CUM-CASHIERS (OFFICE ASSISTANT)**

Starting date of online registration	<b>20-12-2011</b>
Last date of online registration	<b>19-01-2012</b>

### **DATE OF WRITTEN EXAMINATION:**

Post Code	Post	Date of Written Examination
1	Scale-I Officer	<b>19-02-2012</b>
2	Clerk-cum-Cashier (Office-Assistant)	<b>04-03-2012</b>

### **01. DETAILS OF VACANCIES:**

Post Code	Posts	SC	ST	OBC	GEN	Total	Out of which for	
							PWD	EXS
1	Scale-I Officer	2	1	3	7	13	0	1
2	Clerk-cum-Cashier (Office-Assistant)	5	12	2	19	38	2	3

Note: The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirements of the Bank and other related provision.

**Abbreviations stand for:** SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Classes; GEN – General; PWD – Persons with Disability; OH – Orthopedically Handicapped; VH – Visually Handicapped; HI – Hearing Impaired; EXS – Ex-Servicemen.

### **Note:**

1. As the reservation for persons with Disabilities and Ex- Servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/OTHERS) to which they belong.
2. The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirements of the Bank and other related provision.
3. It is clarified that it may not be possible to employ persons with Disabilities (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.

## **02. PAY SCALE & EMOLUMENTS:**

<b>Post</b>	<b>Post Code</b>	<b>PAY SCALE (Rs.)</b>
Scale-I Officer	01	14500-600/7-18700-700/2-20100-800/7-25700
Clerk-cum-Cashier(Office-Assistant)	02	7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300

**Scale-I Officer:** At present the total starting emoluments are approx. ` 24164/- per month inclusive of DA and HRA at the current rate.

**Clerk-cum-Cashier (Office-Assistant) :** At present the total starting emoluments are approx. ` 12000/- per month inclusive of DA and HRA at the current rate.

**NOTE:** Other allowances and perquisites will be admissible as per the rules of the Bank.

## **03. ELIGIBILITY CRITERIA:**

### **A. Nationality / Citizenship:**

**For Scale-I Officer (Post Code No. 1) and Clerk-cum-Cashier (Office-Assistant) (Post Code No. 2):**

A candidate must be a citizen of India

### **B. EDUCATIONAL QUALIFICATION (as on 31.03.2011)**

#### **Post Code 1:**

- i) A degree from any recognized university in any discipline or its equivalent.
- ii) The candidate should have proficiency in local language i.e. Hindi.
  - Candidate with computer literates in MS DOS, MS Word, MS Excel, Networking etc. will get preference at the time of interview.
  - Candidates with higher qualifications in Engineering/Business Administration/Law/Agriculture/Veterinary Science/MSc. Computer Science/M.CS. Chartered Accountant/Horticulture/Marketing etc. will get preference at the time of interview.

#### **Post Code 2 :**

- i) A degree from any recognized university in any discipline or its equivalent; or
- ii) Pass with 50% marks (45% for SC/ST candidates) in aggregate in Higher Secondary examination of 10+2+3 pattern/ XI (11<sup>th</sup>) standard of XI(11<sup>th</sup>)+3 pattern/pre-degree or intermediate or any equivalent examination; or
- iii) Diploma in Banking recognized by Central/State Governments or Union Territory; or

- iv) Pass with minimum 60% marks (55% for SC/ST candidates) in aggregate in matriculation/Senior School Certificate (old pattern) or equivalent;  
AND
- v) Knowledge of English language.
- vi) The candidate should have proficiency in local language i.e. Hindi.
- Candidate with computer literates in MS DOS, MS Word, MS Excel, Networking etc. and/or having good typing speed in Hindi/English may get preference at the time of interview.

### **C. AGE LIMIT (As on 31.03.2011)**

**For Scale-I Officer (Post Code No. 1) and**

**For Clerk-cum-Cashier (Office-Assistant) (Post Code No. 2):**

Minimum 18 years - Maximum 26 years (as on 31.03.2011)

i.e. not born earlier than 31.03.1985 and not later than 30.03.1993

### **RELAXATION IN UPPER AGE LIMIT: (For Post Code No. 1 & 2)**

<b>S. No.</b>	<b>Category</b>	<b>Age Relaxation</b>
i)	Scheduled Caste/ Scheduled Tribe	<b>5 Years</b>
ii)	Other Backward Classes	<b>3 Years</b>
iii)	Persons with Disability – General Category	<b>10 years</b>
iv)	Persons with Disability - SCs/STs Category	<b>15 years</b>
v)	Persons with Disability – OBC Category	<b>13 years</b>
vi)	Ex-Servicemen <u>For Post Code 01 :</u>	In case of Ex-Servicemen and commissioned Officers including ECOs/SSCOs who have rendered at least five years military service and have been released on completion of assignment including those whose assignment is due to be completed within the next one year from the last date of receipt of application other than by way of discharge or dismissal on account of physical disability attributable to military service or on being declared as invalid, by 5 years.
	<u>For post Code 02:</u>	Actual period of service rendered in defence services + <b>3 Years</b> (8 years for disabled ex-servicemen belonging to SC/ST) subject to maximum age of 50 years.
vii)	Only for Post Code 02 : Widows, Divorced	<b>9 years</b>

	Women & judicially separated from their husbands & who are not remarried (subject to maximum age of 35 years for General and 40 years for SC/ST candidates)	
viii)	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989.	<b>5 years</b>

**Note:**

1. The relaxation in upper age limit is cumulative as per Government 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. All persons eligible for age relaxation under 3 (C) 8 above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1<sup>st</sup> January 1980 to 31<sup>st</sup> December 1989.
4. Above relaxations are available only if the candidate fulfils the various conditions prescribed in the Government of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Caste/Category Certificate.

**Definition of Ex-Serviceman (EXSM):**

- (i) **Ex- Servicemen** : Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 36034/5/85/Estt (SCT) dated 27.10.1986 as amended from time to time.
- (ii) **Disabled Ex-Servicemen (DISXS)** : Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- (iii) **Dependents of Ex- Servicemen killed in Action (DXS)** : Servicemen killed in the following operations would be deemed to have been killed in action attribute to military service (a) war, (b) war like operations or Border Skirmishes either with Pakistan on cease fire line or any other country, (c) fighting against armed hostilities in a counter insurgency environment, viz. Nagaland, Mizoram etc., (d) serving with peace keeping mission abroad, (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation, (f) frost bite during actual operations or during the period specified by the govt., (g) dealing with agitating para military forces personnel, (h) IPKF personnel killed during the operations of Sri Lanka.

**Note:**

1. Candidates still serving in Defense Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/retired on 31.03.2012.
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-Servicemen for his re-employment including a job in the public Sector undertaking ceases to enjoy Ex-Servicemen status for further employment.
3. Ex-Servicemen candidates who have already secured employment under the Central Govt. in Group 'C'/'D' under the Central Govt. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. jobs.

**Definition: Persons with Disabilities (PWD) – Definition of Categories of Disabilities:**

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

Loco motor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form 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, peri-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 purposes 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 Handicapped (VH): The visually handicapped persons are those suffering from blindness of Low vision.

Blindness: "Blindness" refers to a condition where a person suffers from any of the Following conditions :

- (i) Total absence of sight; or
- (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
- (iii) Limitation of the field of vision subtending an angle of 20 degrees 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.

**Use of Scribe :**

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:

- i) The candidate will have to arrange his/ her own scribe 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 60% or lesser 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 fulfils 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 the 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 the examination.

**04. APPLICATION FEE (Non Refundable)**

**FOR POST CODE 1 INCLUDING POSTAL CHARGES (NON REFUNDABLE):**

S. No.	Category	Postage	Application Fee	Total
1	SC/ ST/ PWD/EXS	Rs. 50/-	---	Rs. 50/-
2	For all others	Rs. 50/-	Rs. 350/-	Rs. 400/-

**FOR POST CODE 2 INCLUDING POSTAL CHARGES (NON REFUNDABLE):**

S. No.	Category	Postage	Application Fee	Total
1	SC/ ST/ PWD/EXS	Rs. 50/-	---	Rs. 50/-
2	For all others	Rs. 50/-	Rs. 300/-	Rs. 350/-

- a) Payment of fee : There are challans available in our Bank website ([surgujakgb.co.in](http://surgujakgb.co.in)) for each category, details of which are as follows :

Scale-I Officer	Surguja Kshetriya Gramin Bank-Challan Form- 01
Clerk-cum-Cashier(Office-Assistant)	Surguja Kshetriya Gramin Bank-Challan Form- 02

- b) Candidates should download printout of one of the above challan Form (as applicable to them for the post applied for) from the website of Bank viz. surgujakgb.co.in.
- c) After filling up the required information of the Challan form, they should make payment of the fee applicable to them in any of the branches of Central Bank of India. In the undermentioned accounts at Central Bank of India, Ambikapur Branch in Chhattisgarh state.

S. No.	Code	Account No.	Name of Account
1	Scale-I Officer	3059282848 3151342746	Surguja Kshetriya Gramin Bank Ambikapur
2	Clerk-cum-Cashier(Office-Assistant)	3151342699 3151342735	Surguja Kshetriya Gramin Bank Ambikapur

And should keep the 'Candidates Copy' of the Challan with receipt of fees duly acknowledged thereon, with them for producing the same at the time of written test along with the latest passport size photograph pasted on the challan and signed across by the candidate. Candidates claiming fee concession should also enclose photocopy of the relevant category certificate, along with challan.

**Important Note :** Candidates will not be permitted to appear at the written test without production of this challan and photograph.

Candidates are therefore advised to keep-3- photocopies of the fee payment challan for future use.

- d) Applications once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection.
- e) Fees should be paid invariably between **20-12-2011 and 19-01-2012** only. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.
- f) Payment by cash/Cheque/Money order/Bank demand draft/ Bank pay order/ postal order etc. will not be accepted.

## **05. SELECTION PROCEDURE**

The selection of the candidates shall be made on the basis of written test and interview. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for a written test, which will be objective type comprising the following

### **Post Code - 1**

The selection of the candidates shall be made on the basis of written test and interview.

Written Test

Objective Tests:

Duration : 2 hours 30 minutes

S. No.	Objective Type Tests	No. of questions	Max. Marks	Duration

01	Reasoning	50	50	120 minutes
02	Quantitative Aptitude	50	50	
03	General Awareness	50	50	
	<b>Total</b>	<b>150</b>	<b>150</b>	
04	English Language	50	50	30 minutes

**The Tests at S. No. 01 to 03 above will be printed bilingual i.e. in Hindi & English.**

**Post Code – 2**

The selection of the candidates shall be made on the basis of written test and interview.

**Written Test**

Objective Tests:

Duration : 2 hours 30 minutes

S. No.	Objective Type Tests	No. of questions	Max. Marks	Duration
01	Reasoning Ability	50	50	120 minutes
02	Numerical Ability	50	50	
03	Clerical Aptitude	50	50	
	<b>Total</b>	<b>150</b>	<b>150</b>	
04	English Language	50	50	30 minutes

**The Tests at S. Nos. 01 to 03 above will be printed bilingual i.e. in Hindi & English.**

**Note:**

- (i) There will be penalty for wrong answers. For every wrong answer, 0.25 marks will be deducted.
- (ii) Marks obtained in the written test will be reckoned for merit ranking. Accordingly, candidates will be called for interview based on merit. Depending upon the number of vacancies only those candidates who ranked sufficiently high in the written test will be called for the interview in the ratio of 1:4 (four times of the number of vacancies). Mere eligibility/pass in the test shall not vest any right for being called for interview.
- (iii) Detailed information regarding the written test will be given in the "Acquaint yourself" booklet which will be uploaded on Bank's Website along with the call letter Link.
- (iv) Final selection will be on the basis of the ranking accorded after adding the marks obtained in the written test and interview.
- (v) The test of English language is only qualifying and not to be counted for merit/ranking.
- (vi) The candidates must obtained minimum of 40% marks (35% for SC/ST) in each paper.

**06. TEST CENTRES AND DATE OF EXAMINATION - ( FOR POST CODE 1 & 2 ):**

The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letters for examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.



**POST CODE - 1**  
**POST CODE – 2**

**19-02-2012**  
**04-03-2012**

The Written test will be scheduled at following Centre/s and the address of the Venue will be advised in the Call Letter:

Centre code No.	Name of Centre
11	AMBIKAPUR

The Bank, however, reserves the right to cancel and/ or add any other Centres, 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 has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

#### **07. INTERVIEW :**

Those short listed candidates in the order of ranking in the written test as per the cut-off marks determined by the Bank shall be called for interview and the decision of the Bank in this regard shall be final.

Candidates will have to produce a hard copy (printout) of the filled in application form along with the following certificates (photocopy for submission and originals for verification) at the time of interview :

1. Secondary school certificate/School leaving certificates for proof of age.
2. Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSC/ HSC/ graduate degree, post graduation degree, professional/ research qualification etc.
3. A candidate belonging SC/ST/OBC/PC category should attach a certified copy of the SC/ST/OBC/PC certificate issued by the competent authority in the prescribed format as prescribed by Govt. of India. In case of OBCs, the certificate inter alia must specify that the candidates should not belong to creamy layer section excluded from the benefits or reservation for other backward class in civil posts and services of Government of India. OBC certificate should not be more than one year old as on the date of application.
4. An Ex-Servicemen candidate has to enclose a copy of the discharge certificate, retirement pension order and documentary proof of rank last held.
5. Candidates serving in Government/ Public Sector undertakings (including Banks) should produce no objection certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered.

#### **08. Pre-Examination Training for SC/ST/Minority/XS candidates**

It is proposed to impart free Pre-Examination Training to a limited number of candidates belonging to SC/ST/Minority/XS Candidates at AMBIKAPUR. The Training Centre 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 travelling, boarding, lodging,

etc., will be borne by the candidate for attending the Pre-Examination Training programme at the concerned Training Centre.

The candidates should download their Pre-Examination Training call letter from Bank's website [surgujakgb.co.in](http://surgujakgb.co.in) by entering his/her details registration number and Password/Date of Birth, between the following dates. No hard copy of the call letter will be sent by post.

Dates for downloading Pre-Examination Training call letter:

For Officer Scale1 : From 27-01-2012 to 04-02-2012

For Clerk-cum-cashier : From 01-02-2012 to 11-02-2012

## **09. APPOINTMENT**

For post code 1 and 02, candidates selected for current vacancies shall be taken into the service in the descending order of merit as per requirement of the Bank.

### **Probation :**

Post Code – 1 : 2 Years, Which shall be extendable for a period not exceeding one year.

Post Code – 2 : 1 Year, Which shall be extendable for a period not exceeding Six Months.

## **10. HOW TO APPLY:**

1. All eligible candidates should apply on-line through the link provided to our website [surgujakgb.co.in](http://surgujakgb.co.in) in the prescribed format from 20-12-2011 Please note that the last date for submission of on-line application is 19-01-2012.

Candidates should have a valid email ID. It should be kept active during the currency of this recruitment project. This will help him/her in getting call letter/ interview advices etc. under no circumstances he/she should share/mention e-mail ID to/of any other person.

In case a candidate does not have a valid personal e-mail ID, he/ she should create his/her new e-mail ID before applying on-line.

2. Candidates should fill up the application available after clicking the link given in the notification.
3. Branch Code and Branch Transaction Journal Number noted on the Challan form should be correctly filled in the application at appropriate place.
4. Application after filling up all the mandatory fields and security check box, should be submitted by a click on the "submit" button.
5. All the mandatory fields (marked with \*) should be filled in, otherwise the system will not accept the application.
6. The candidate should note/remember the Registration number and password for future reference and use.
7. There is provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. This modification facility shall be available after two days of registration and up to 21-01-2012 Modification will be allowed only three times. After the last date, no modification will be permitted.

8. Please note that the above is the general procedure for applying on-line. No other mode of application or incomplete application will be accepted and in such case, the application will be rejected outright.
9. After applying on-line, the candidates should take a printout of the system generated on-line application form and retain it for further reference. They should not send this printout to the Bank, which they will have to submit at the time of interview.

**Payment of application fee**

Candidates should first download one of the challans\* applicable to them from the Bank's website [surgujakgb.co.in](http://surgujakgb.co.in)

\*There are challans available on the Bank website.

Post Code 01	Officer Scale1	Surguja Kshetriya Gramin Bank-Challan Form- 01
Post Code 02	Clerk-cum-cashier	Surguja Kshetriya Gramin Bank-Challan Form- 02

Candidates can pay the fees at any of the Branches of Central Bank of India.

After filling the required information on the challan they should pay the requisite fee at the respective branch of Central Bank of India.

**FOR POST CODE 1 INCLUDING POSTAL CHARGES (NON REFUNDABLE):**

S. No.	Category	Postage	Application Fee	Total
1	SC/ ST/ PWD/EXS	Rs. 50/-	---	<b>Rs. 50/-</b>
2	<b>For all others</b>	Rs. 50/-	Rs. 350/-	<b>Rs. 400/-</b>

**FOR POST CODE 2 INCLUDING POSTAL CHARGES (NON REFUNDABLE):**

S. No.	Category	Postage	Application Fee	Total
1	SC/ ST/ PWD/EXS	Rs. 50/-	---	<b>Rs. 50/-</b>
2	<b>For all others</b>	Rs. 50/-	Rs. 300/-	<b>Rs. 350/-</b>

Candidates must ensure that on the deposit of fee, the branch issues him a receipt which should invariably mean the undernoted items :-

- (a) Journal No.
- (b) Branch Name.
- (c) Branch Code Number.
- (d) Date of deposit.

Candidates should keep the 'Candidate's copy' of the remitted Challan with them and produce the same at the time of the written test along with the above passport size photograph.

Note : Candidates will not be permitted for the written test without the production of this challan and photograph.

Application once made will not be allowed to be withdrawn and examination fees once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

**Guidelines for filling the application are as under:**

Please note that the following is the general procedure for applying on-line. No other mode of application or incomplete application will be accepted and in such case, the application will be rejected outright.

- (a) Candidates should keep two copies of the application printout, a copy of the printout with the recent photograph of the candidate duly pasted thereon will have to be submitted at the time of interview, and the other copy may be retained for personal record of the candidate. A copy of the challan (indicating transaction ID) may be retained for the candidate's record. The original challan will have to be submitted with the call letter at the time of written examination.
- (b) The Bank takes no responsibility for any other certificate/remittance sent separately by candidate.
- (c) Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
- (d) Candidates who wish to apply for more than one post has to pay the application fees separately for each post and apply for each post separately.
- (e) Candidates uploading more than one application for a post for any reason will be treated as ineligible.

**11. GENERAL INSTRUCTIONS:**

- (i) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.
- (ii) Before applying, 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 with respect to qualification and other eligibility norms. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material (facts), 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.
- (iii) 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.
- (iv) A recent passport size photograph should be firmly pasted on the Challan (Candidate's copy) and should be signed across, by the candidate. Five copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are 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.
- (v) Only candidates willing to serve anywhere and particularly in **Rural Areas** should apply. Presently, the Bank is operating in 02 Districts namely Surguja & Korea of Chhattisgarh State.

- (vi) The 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.
- (vii) The Bank may, at its discretion hold re-examination wherever necessary in respect of a centre/venue/specific post of venue or a candidate(s).
- (viii) 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.
- (ix) Any request for change of address will NOT be entertained.
- (x) Any resultant dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the courts situated in Ambikapur. In case any dispute arises on account of interpretation of version other than English, the English version will prevail.
- (xi) Candidates who wish to apply for more than one post has to pay the application fees separately for each post and apply for each post separately.
- (xii) No candidate is permitted to use calculator, mobiles, pagers or any other such instruments during the examination. The candidates will appear for the written examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/loss, etc, of any nature.
  - Candidate in their own interest are advised to submit their Application ON-LINE well in time before the last date to avoid possible technical snags.
  - Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.
- (xiii) Admission to written examination and further process of selection will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD/EXS) etc. of the candidates with reference to documents.
- (xiv) Canvassing in any form will be disqualification.

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

- (i) 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.  
In OBC category the appointment will be provisional and will subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal code for

production of false certificate. The crucial date for this purpose will be last date of receipt of application.

- (ii) 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 Government may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/ cerebral/ visual/ hearing disability as the case may be.

### **13. 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 material 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
- (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:

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

**Note:** The Bank would be analyzing the responses 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.

### **14. LAST DATE FOR RECEIPT OF APPLICATIONS ONLINE: POST CODE 01 & 02**

Applications should be submitted on-line on or after 20-12-2011 but in all cases on or before 19-01-2012

### **15. CALL LETTERS FOR WRITTEN EXAMINATION: POST CODE 01 & 02**

All eligible candidates should down load their call letter and Information Handout from the Bank's website [surgujakgb.co.in](http://surgujakgb.co.in) by entering his/her details registration number and Password/ Date of Birth, between the following dates. Please note that no hard copy of the call letter will be sent by post.

Dates for downloading written test call letters :

For Officer Scale1 : **From 07-02-2012 to 17-02-2012**

For Clerk-cum-cashier : **From 20-02-2012 to 02-03-2012**

Candidates have to bring this call letter along with Original Fee Payment Challan while attending the written test.

Note : Candidates have to submit Original Fee Payment Challan along with downloaded Call Letter while attending the written test, without which they will not be allowed to take up the examination.

In case of any difficulty candidates may contact at the following address :

<b>Complete Address with Phone/Fax No.</b>
Senior Manager- HRD Surguja Kshetriya Gramin Bank (Sponsored by Central Bank of India) Head Office: Vivek Complex, Sangam Gali Ambikapur, Distt. Surguja (Chhattisgarh) PIN : 497001  Tel.No.07774-222490, 222102, 222105 Fax No.07774-220778

16. **This advertisement has been displayed in the Bank's website [surgujakgb.co.in](http://surgujakgb.co.in).**
17. **Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

**The employees of Surguja Kshetriya Gramin Bank are also eligible to apply for the posts as aforesaid subject to fulfilling the specifications stipulated.**

Place : Ambikapur.

Date:

**CHAIRMAN**