



Nainital-Almora Kshetriya Gramin Bank

NAINITAL-ALMORA KSHETRIYA GRAMIN BANK

HEAD OFFICE – HALDWANI

(Sponsored by Bank of Baroda)

Telephone : 05946-284780, 284782, 284783. Fax : 05946 – 284781

Advertisement No.: 01/NAKGB/2009

APPLICATIONS ARE INVITED FOR APPOINTMENT IN OFFICER (SCALE-I) CADRE
AND CLERICAL CADRE IN NAINITAL-ALMORA KSHETRIYA GRAMIN BANK

1. LAST DATE FOR RECEIPT OF APPLICATION 19.01.2010
2. DATE OF WRITTEN EXAMINATION

Post Code	Name of the Post	Date of Written Examination
01	Officer (Scale-I)	21.03.2010
02	Clerk-cum-Cashier/Office Assistant	28.03.2010

3. VACANCIES

Name of the Posts	ST	OBC	UN-RESERVED	Total	Out of which for		Age as on 01.12.09	
					PWD	XSM	MIN.	MAX.
Officer (Scale-I)	0	02	02	04	01	-	18 Yrs.	26 Yrs.
Clerk-cum-Cashier /Office Assistant	01	10	29	40	02	04	18 Yrs.	26 Yrs.

(Abbreviations stand for : ST – Scheduled Tribe, OBC – Other Backward Classes, PWD – Persons with Disability, XSM – Ex Servicemen).

CANDIDATES BELONGING TO SUCH RESERVED CATEGORIES FOR WHOM NO VACANCY IS SHOWN CAN APPLY UNDER UN-RESERVED CATEGORY.

NOTE – The advertised vacancies are provisional and subject to change according to actual requirement of the Bank.

4. ELIGIBILITY CRITERIA

(A) NATIONALITY / CITIZENSHIP

- (a) Candidate must be a citizen of India

- (b) For post code 01 (Officer – Scale-I) the recruitment is on all India basis.
- (c) For post code 02 (Clerk-cum-Cashier/Office Assistant) the candidate must be the domicile of Uttarakhand State.

(B) EDUCATIONAL QUALIFICATIONS AS ON 01.12.2009

POST CODE – 01 (Officer – Scale-I)

- (i) Degree of a recognized University in any discipline or its equivalent.
- (ii) Proficiency in local language, i.e., Hindi.
- (iii) Knowledge of computers is desirable.
- (iv) Knowledge of English language.

POST CODE – 02 (Clerk-cum-Cashier/Office Assistant)

- (i) (a) Degree from a recognized University in any discipline or its equivalent; **or**
- (b) Pass with 50% marks (for ST candidates pass marks) in aggregate in Higher Secondary Examination of 10+2+3 pattern, 11th standard of 11+3 pattern / pre degree or intermediate or any equivalent examination; **or**
- (c) Diploma in Banking recognized by Central / State Governments or Union territory or
- (d) Pass with minimum 60% marks (for ST candidates pass with 50% marks) in aggregate in matriculation / Senior School Certificate (Old pattern) / or equivalent.

AND

- (ii) Proficiency in local language, i.e., Hindi, is essential.
- (iii) Knowledge of English language.
- (iv) Computer literacy is desirable.

5. AGE LIMIT : (FOR POST CODE 01 & 02 BOTH)

Between 18 years and 26 years as on 01.12.2009

RELAXATION IN UPPER (MAXIMUM) AGE LIMIT

- i) ST Candidates for post code 01 (Officer Scale - I) – NIL, for post code 02 (Clerk-cum-Cashier/Office Assistant) – 5 years.
- ii) OBC candidates by 3 years for both the post codes
- iii) For post code 02 - in the case of Ex-servicemen and commissioned Officers, including ECOs/ SCOs, who have rendered at least 5 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 for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service, relaxable by 5 years (in addition to the usual period of service in defence forces) subject to maximum age of 50 years as per Govt. guidelines.

iv) In case of “Persons with disability” (PWD) candidates –

- a) By 15 years for ST (including relaxation mentioned at 5(i) above) for post code 02 (Clerk-cum-Cashier/Office Assistant)
- b) By 13 years for OBC (including relaxation mentioned at 5(ii) above) for both the post codes.
- c) By 10 years for unreserved category.
- v) In case of widows, divorced women and women judicially separated from their husbands who have not re-married relaxation by 9 years.
- vi) Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989 relaxation by 5 years, for post code 01

Note: An Ex-serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as an Ex-serviceman for his re-employment, including a job in Public Sector Undertaking ceases to enjoy Ex-serviceman status for further employment.

6. APPLICATION FEE (For Post Code 01 & 02) - Rs. 200/- for each post

- Note-
- a) SC/ST candidates and candidates belonging to Persons with Disability (PWD) category are exempted from paying any application fee.
 - b) Requisite application fee must be paid only by means of Account Payee crossed Bank Draft, in favour of “NAINITAL ALMORA KSHETRIYA GRAMIN BANK - RECRUITMENT PROJECT 2009”, payable at HALDWANI, or Banker’s Cheque payable at par at any Bank in HALDWANI.
 - c) Bank Draft or Banker’s Cheque, must be purchased on or after the date of advertisement but on or before the last date of receipt of application.
 - d) Payment by any other mode will not be accepted.
 - e) Candidate should write his / her name and address on the reverse of the Demand Draft or Banker’s Cheque.

7. SELECTION PROCEDURE

POST CODE – 01

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:

	Sl. No.	Papers	No. of Questions	Max.	Marks
Minutes	01	Reasoning	50	50	
	02	Quantitative Aptitude	50	50	120
	03	General Awareness	50	50	
		Total	150	150	
Minutes	04	English Language	50	50	30

(Test of Reasoning, Quantitative Aptitude and General Awareness will be printed in Hindi & English).

- Note:
- For the purpose of preparing merit list after the written examination, weighted average score out of maximum 80 marks will be worked out for the aggregate marks obtained in first three papers.
 - The candidates must obtain minimum of 35% marks in each test.
 - The test of English language is only a qualifying exam. and the candidates have to obtain minimum of 35% marks to qualify in it.

Marks obtained in the written test will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those candidates who rank sufficiently high in the written test will be called for interview in the ratio of 1:4. Mere eligibility / pass in the written test shall not vest any right for being called for interview.

The detailed information regarding the written test will be given in the “Acquaint Yourself” booklet which will be sent to the candidates along with the call letter for written examination.

Final selection will be on the basis of ranking accorded after adding the marks obtained in the written test and interview.

The Bank reserves the right to hold a second stage of written examination, if required, on the basis of the order of merit in the written examination of the first stage referred to as above. If the second stage of written examination is held, the subsequent process of interview and further process would be on the basis of order of merit secured in the second stage examination.

POST CODE – 02

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:

Sl. No.	Papers	No. of Questions	Max.	Marks
01	Reasoning Ability	50	50	
02	Numerical Ability	50	50	120
03	Clerical Aptitude	50	50	
Total		150	150	
04	English Language	50	50	30

Minutes

Minutes

(Test of Reasoning Ability, Numerical Ability and Clerical Aptitude will be printed in Hindi & English).

- Note: a) For the purpose of preparing merit list after the written examination, weighted average score out of maximum 80 marks will be worked out for the aggregate marks obtained in first three papers.
- b) The candidates must obtain minimum of 35% marks (30% for ST) in each test.
- c) The test of English language is only a qualifying examination and the candidates have to obtain minimum of 35% marks (30% for ST) to qualify in it.

Marks obtained in the written test will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those candidates who rank sufficiently high in the written test will be called for interview in the ratio of 1:4. Mere eligibility / pass in the written test shall not vest any right for being called for interview. Candidates belonging to ST category will be extended relaxation up to 5% in qualifying marks, as above, in the written examination.

The detailed information regarding the written test will be given in the "Prepare Yourself" booklet which will be sent to the candidates along with the call letter for written examination.

Final selection will be on the basis of ranking accorded after adding the marks obtained in the written test and interview.

The Bank reserves the right to hold a second stage of written examination, if required, on the basis of the order of merit in the written examination of the first stage referred to as above. If the second stage of written examination is held, the subsequent process of interview and further process would be on the basis of order of merit secured in the second stage examination.

8 TEST CENTRES (FOR POST CODE 01 & 02).

It has been tentatively decided to hold the written test at the following centres, on the dates mentioned hereinbefore.

Sl. No.	Name of the Centre	Centre Code
1	Almora	11
2	Haldwani	12

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

9. PAY SCALE

POST CODE – 01 : Rs.10000-470/6-12820-500/3-14320-560/7-18240

POST CODE - 02 : Rs. 4410-215/3-5055-335/3-6060-470/4-7940-500/3-9440-560/4-11680-970/1-12650-560/1-13210.

Note: DA, HRA and Hill Allowance will be payable as per the rules depending upon the place of posting. Provident Fund, Gratuity, Medical aid, LTC / LFC, will be applicable as per Bank's rules.

10. PROBATION

POST CODE – 01: 2 Years
POST CODE – 02: 1 Year

11. HOW TO APPLY:

Each application in the format given at the end of this advertisement accompanied by prescribed fee and copies of required attested certificates **must be sent by ordinary post only** in a cover **superscribed** “Application for the post of _____, Post Code No. _____, NAINITAL-ALMORA KSHETRIYA GRAMIN BANK RECRUITMENT PROJECT 2009 and choice of centre for written examination _____, Centre Code ____.”

The application meant for Post Code No. 01, i.e., Officer Scale-I, should be addressed and sent to Post Box No. 7461, Jogeshwari East, Mumbai – 400 060

The application meant for Post Code No. 02, i.e., Clerk-cum-Cashier, should be addressed and sent to Post Box. No. 7640, Malad West, Mumbai – 400 064

Last Date : Application complete in all respect should reach the above address on or before **19.01.2010** Any application received after this date will not be entertained.

12. CALL LETTER:

Call letter for written examination will be sent to the eligible candidates at the address for correspondence given in their application form by ordinary post and requests for sending letters to a different address subsequently will not be accepted.

An eligible candidate for written examination for Post Code No.- 01 (i.e., Officer Scale-I) who does not receive the call letter by 15.03.2010, may contact the Bank at the following address, between 16.03.2010 and 20.03.2010 by indicating his / her name, address, date of birth, details of Bank Draft and Examination centre opted, to enable the Bank to take immediate remedial action.

An eligible candidate for written examination for Post Code No.- 02 (i.e., Clerk-cum-Cashier) who does not receive the call letter by 22.03.2010, may contact the Bank at the following address, between 23.03.2010 and 27.03.2010, by indicating his / her name, address, date of birth, details of Bank Draft and Examination centre opted, to enable the Bank to take immediate remedial action.

Nainital – Almora Kshetriya Gramin Bank

Head Office

1st Floor, Uttarayan Prakashan Parisar

Nainital Road

HALDWANI

Distt.- Nainital, Uttarakhand

Pin – 263139

(Telephone : 05946-284780, 284782, 284783. Fax : 05946 – 284781)

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies / testimonials.

At the time of written examination / interview –

- (i) if a candidate is found guilty of using unfair means during the test, or
- (ii) impersonating or procuring impersonation from any person, or
- (iii) misbehaving in the examination hall or taking away the question booklet, answer sheet from the examination hall,
- (iv) resorting to any other irregular or improper means in connection with his / her candidature for the selection, or
- (v) obtaining support for his / her candidature by any means, such a candidate in addition to rendering him / her liable to criminal prosecution, shall
 - a) be disqualified from the examination / interview for which he / she is a candidate,
 - b) be debarred, either permanently or for a specific period from any examination or selection held by the Bank.

Note: The Bank would be analyzing the response of a candidate with other candidates appeared in the written test, to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine / valid, the Bank reserves the right to cancel his / her candidature.

14. Employees of Nainital – Almora Kshetriya Gramin Bank are also eligible to apply for the aforesaid posts, subject to fulfilling the specifications stipulated.

15. GENERAL INSTRUCTIONS:

- 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 is properly and completely filled and contains no correction / alteration / overwriting.
- c) A candidate must fill the application form in CAPITAL LETTERS IN HIS / HER OWN HANDWRITING and should use as far as possible any international form of Indian numerals.
- d) Before applying, the candidate should ensure that he / she fulfills 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 respect of qualification and other eligibility norms.

- e) Candidates seeking relaxation in fee / age must enclose a certified copy of the certificate in support of his / her claim and should not send original certificate 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 a 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 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 disqualifications.
- i) Candidates serving in Government / Public Sector undertakings (including Banks) should send their applications through proper channel.
- j) The above candidates 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 Draft / Banker’s Cheque, may be sent to the above address within the last date for receipt of application.
- k) Only candidates willing to serve anywhere should apply. The Bank is at present operating in four districts, viz., Almora, Bageshwar, Nainital and Udham Singh Nagar of Uttarakhand State.
- 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 documents 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 by the Bank in this behalf.
- m) Bank may at its discretion hold re-examination wherever necessary in respect of centre / venue or a candidate (s).
- 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.
 - i) Secondary School Certificate / School Leaving Certificate or any other documentary proof of age.
 - ii) 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.
 - iii) A candidate belonging to ST / OBC category should attach a certified copy of certificate in this behalf.
 - iv) ST / OBC certificates issued by Competent Authority, in the prescribed format as prescribed by Govt. of India.
 - v) An Ex serviceman candidate has to enclose a copy of the discharge certificate, retirement / pension order and documentary proof of rank (substantive as well as acting) lastly / presently held. Those who are still in defence service should submit certificate from Competent Authority that they will be relieved from defence services in time, to enable the candidate to report for duty in the event of selection, to work for the Bank.
 - vi) Disability certificate issued by duly constituted Medical Board at District level, incorporating therein the nature and extent of disability, in the case of Person with Disability candidates.
 - vii) Bank draft payable at HALDWANI or Banker's Cheque payable at par at HALDWANI, issued in favour of NAINITAL-ALMORA KSHETRIYA GRAMIN BANK - RECRUITMENT PROJECT 2009.
- s) Any resultant dispute arising out of this advertisement, shall be subject to the jurisdiction of the Courts situated at NAINITAL.
- t) Bank takes no responsibility for any certificate / remittance sent separately by candidates.
- u) No candidate is permitted to use calculator, telephones, pagers or any other such instruments during the examination. The candidates 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. ST / OBC candidates shall submit Caste Certificate issued by Competent Authority.
- v) Candidates in their own interest are advised to submit their applications well in time, before the last date to avoid possible delay in postal transit. Applications received after the last date will be rejected.
- w) Candidates with the following disability are eligible to apply for the category of "Persons with Disability".

- i) Blindness or low vision – persons who suffer from either of the following conditions.
 - (a) Total absence of sight.
 - (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
 - (c) Limitation of the field of vision subtending an angle of 20 degree or worse.
 - (d) 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.
- ii) Hearing impairment – Loss of 60 decibels or more in the better ear in the conversational range of frequencies.
- iii) Locomotor disability or Cerebral Palsy – Disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs, or a group of non progressive condition 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.

All the cases of Orthopaedically Handicapped persons would be covered under the category of Locomotor disability or Cerebral Palsy.

DEGREE OF DISABILITY FOR RESERVATION – Only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability.

- x) Visually Handicapped candidates and candidates whose writing speed is affected by cerebral palsy can use 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 own scribe at his own cost.
 - ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
 - iii) The scribe may be from any academic discipline. The scribe should possess less marks 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 did not fulfill any of the laid down eligibility criteria or suppressed material facts, the

candidature of the applicant will stand cancelled, irrespective of the result of the written test.

- v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

16. PRE EXAMINATION TRAINING

Pre Examination training programme for SC / ST / Minority Community candidates will be organized at Haldwani. Candidates desirous to take the benefit specifically should mention in application form at point No. 20. No traveling / halting allowances will be paid by the Bank for such training.

Date – 24.11.2009

Chairman

6. Indicate category to which you belong, by tick marking in the appropriate box.
- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| SC | ST | OBC | UN-RESERVED/ OTHERS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (Please attach attested copy of certificate wherever necessary)

7. (i) GENDER (Tick mark in the appropriate box).
- | | |
|--------------------------|--------------------------|
| MALE | FEMALE |
| <input type="checkbox"/> | <input type="checkbox"/> |

- (ii) (a) Are you an Ex-Serviceman (Tick mark in the appropriate box)
- | | |
|--------------------------|--------------------------|
| YES | NO |
| <input type="checkbox"/> | <input type="checkbox"/> |

- (b) If yes, please specify -
Date of Discharge

Rank at present / last held

Acting _____ w.e.f.,

Substantive _____ w.e.f.,

(iii) Are you a person with disability ? YES NO
(Tick mark in the appropriate box)

If yes,
a) Percentage of disability _____ (attach the certificate).

b) Type of disability : OH VH HI

(OH – Orthopaedically Handicapped; VH – Visually Handicapped; HI – Hearing Impaired).

c) Are you eligible and intend to use the services of a scribe ? YES NO
(Tick mark in the appropriate box)

(iv) Whether you belong to Minority Community ? YES NO

If yes, please state the religion :

(v) In case of the ST / OBC candidate, name of the Caste / Class

(vi) Are you a candidate who had ordinarily been domiciled in Kashmir Division of the State of J & K during the period of 01.01.1980 to 31.12.1989

(Tick mark in the appropriate box) YES NO

(vii) Are you a widow/Divorced Woman/Judicially Separated from the husband and is not re-married:

(Tick mark in the appropriate box) YES NO

8. a) Date of Birth (as per School Leaving Certificate SSC / SSLC)

Date Month Year

Years Months Days
Age as on 01.12.2009 -

18. Particulars of Post Qualification Experience including the present Occupation / Job (as on the date of application).

S.N.	Name of the Employer(s), Company etc.	Designation and Rank, if any.	Period of Service	
			From	To
(1)	(2)	(3)	(4)	(5)
(If space is not sufficient, please attach separate sheet)				

Length of service (Years, Months, Days)	Nature of duties performed, in detail.	Remarks (Reason for leaving service)
(6)	(7)	(8)
(If space is not sufficient, please attach separate sheet)		

19. Languages known: (Tick mark in the appropriate column)

S.N.	Language	Can read	Can write	Can speak

20. If you are a candidate belonging to SC / ST / Minority Community, do you require Pre Examination Training (tick mark in the appropriate box).

YES

NO

21. BEFORE MAILING APPLICATION PLEASE CHECK THAT YOU HAVE CORRECTLY MENTIONED -

- a) Name and post code of the post you have applied for.
- b) Name and centre code of the centre of examination you wish to appear at.
- c) Category / Sub category.
- d) Details regarding fees paid.
- e) Address for correspondence.
- f) Correct Post Box No. and Address.

ALSO ENSURE THAT YOU HAVE ENCLOSED –

- i) Separate application form with requisite fee for each post, if applying for the post of Officer as well as Clerk-cum-Cashier (Office Assistant)
- ii) Certified copies of necessary certificate(s) for ST / OBC / PWD / XSM.
- iii) Certified copy of relevant certificate for claiming relaxation in age.
- iv) Domicile (Nativity) certificate, if applying for the post of Clerk-cum-Cashier/ Office Assistant.

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria, according to the requirements of the relative advertisement, my candidature / appointment is liable to be cancelled / terminated.

I also declare that I am willing to serve anywhere and I agree that the Bank has the right to transfer me to any of its branches / offices.

I further agree that any legal proceedings in respect of any matter(s), claims or disputes, arising out of this application and / or out of said advertisement can be instituted by me only at NAINITAL and Courts / Tribunals / Forums at NAINITAL only shall have sole and exclusive jurisdiction to try the cause / dispute.

I undertake to abide by all the terms and conditions mentioned in the advertisement no. _____ dated _____ given by the Bank.

Place:

.....

Date:

(Signature of the candidate)