



BARODA UTTAR PRADESH GRAMIN BANK,
HEAD OFFICE, A-1, CIVIL LINES, RAEBARELI
(Sponsored by Bank of Baroda)

**APPLICATIONS ARE INVITED FROM INDIAN CITIZENS DOMICILE OF
UTTAR PRADESH FOR APPOINTMENT
AS CLERK-CUM-CASHIER (OFFICE ASSISTANT) - GROUP-" B"**

1. **LAST DATE OF RECEIPT OF APPLICATION : 17/12/2009**
2. **DATE OF WRITTEN EXAMINATION : 21/02/2010**

Post	Date of Written Examination
Clerk-cum-Cashier (Office Assistant) – Group-“B”	

3. VACANCIES :

Post	Number of vacancies					Out of which	
	SC	ST	OBC	GEN	TOTAL	PWD	XSM
Clerk-cum-Cashier (Office Assistant) -Group-“B”	02	NIL	03	06	11	NIL	01

ABBREVIATIONS STAND FOR:

SC	Scheduled Caste	GEN	General Category
ST	Scheduled Tribe	PWD	Person with Disability
OBC	Other Backward Class	XSM	Ex-Servicemen

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

PAY SCALE & EMOLUMENTS:

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

(At present the total starting emoluments are around Rs 8179/-/- per month for graduates inclusive of DA & HRA at the current rate.)

NOTE: Other allowances & perquisites will be admissible as per the Rules of the Bank.

4. ELIGIBILITY CRITERIA:

(A) Nationality / Citizenship

A candidate must be a citizen of India and a domicile of Uttar Pradesh.

(B) AGE: (As on 01.11.2009) : Minimum 18 years - Maximum 26 years.

RELAXATION IN UPPER AGE LIMIT :

Sl.	Category	Relaxation by years
1	SC/ST	5 years
2	OBC	3 years
3	Person with Disability- General Category	10 years
4	Person with Disability- SC/ST Category	15 years
5	Person with Disability- OBC Category	13 years
6	Ex-servicemen / disabled Ex-servicemen	Actual period of service rendered in defence services + 3 years(8 years for disabled ex-serviceman belonging to SC/ST)subject to a maximum 50 years of age.
7	Widows, Divorced Women & Women Judicially Separated from their husbands & who are not remarried (subject to max. age limit of 35 years for General & 40 years for SC/ST Candidates)	9 years

Note:

1. The relaxation in upper age limit is cumulative 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-servicemen status for further employment.
3. Above relaxations are available only if the candidates fulfill the various conditions 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 and others should submit a copy of certificate in support of their claim.

(C) EDUCATIONAL QUALIFICATION (as on 01.11.2009):

- (i) Degree from a recognized university in any discipline or its equivalent OR
 - (ii) Pass with 50% marks (45% for SC/ST, OBC) 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 OR
 - (iii) Diploma in Banking recognized by Central/State Government or Union Territory OR
 - (iv) Pass with minimum 60% marks (55% for SC/ST, OBC) in aggregate in Matriculation / Senior School Certificate (old pattern) or equivalent
- AND**
- (a) Proficiency in local language- Hindi, and
 - (b) Knowledge of English language

- Preference will be given to candidates having computer knowledge.

5. APPLICATION FEE INCLUDING POSTAL CHARGES : (NON- REFUNDABLE)

S.No.	Category	Postage (Rs.)	Application fee	Total (Rs.)
1	SC/ST/PWD/XSM	50	NIL	50
2	OBC/ GEN.	50	200	250

Requisite Application Fee must be paid only by means of a single "Account Payee" Crossed Demand Draft or Banker's Cheque of any Bank in favour of "**BARODA UTTAR PRADESH GRAMIN BANK RECRUITMENT PROJECT -2009**" payable at **RAEBARELI**.

NOTE:

- Payment by cash, cheques, money orders, postal orders, postal stamps, etc. will not be accepted,
- Bank Demand Draft / Banker's Cheque must be purchased on or after the date of advertisement but on or before the last date for receipt of application,
- Candidates should write his/her name, date of birth, post applied for and address on reverse of the Demand Draft/ Banker's Cheque.**
- Candidates belonging to SC/ST/OBC/PWD Categories must submit an attested photocopy of the certificate regarding Caste/ Disability issued by the Competent Authority without which their application will be rejected,
- Application 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.

6. 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 comprising of the following:

WRITTEN TEST:

Duration: 150 Minutes.

Objective Test

S.No.	Objective type test	Medium of Examination	No. of questions	Max. Marks	Duration
01	Reasoning ability	English/Hindi	50	50	120 minutes
02	Numerical ability	English/Hindi	50	50	
03	Clerical Aptitude	English/Hindi	50	50	
	Total		150	150	
04	English Language	English	50	50	30 minute

Note: (a) The marks obtained in first 3 papers will be reduced to 60% for the purpose of preparing merit list after the written examination,

(b) The test of English language is only a qualifying exam.

(c) There will be a penalty for wrong answers

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 ranked sufficiently high in the written test will be called for interview in the ratio of 1:4. Mere eligibility/ pass in the 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 the ranking accorded, after adding the marks obtained in the written test and interview.

7. TEST DATE AND CENTRES OF EXAMINATION :

The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letter for the examination.

DATE OF EXAMINATION: 21/02/2010

NAME OF CENTRES AND CENTRE CODES

The written test will be held at the following centres and the address of the venue will be advised in the call letter.

S.No.	Name of the centre	Centre code
1.	RAEBARELI	11
2.	FAIZABAD	12
3.	SHAHJAHANPUR	13

NOTE:

- (i) Request for change of Centre of Examination will NOT be entertained.
- (ii) The Bank reserves the right to cancel any of the Centre /or add 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 to the requirement and exigencies.

8. APPOINTMENT:

Candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement.

PROBATION: 01(One) Year

Pre-Examination Training:

It is proposed to impart free Pre- Examination Training to a limited number of candidates belonging to SC/ST/Minority/XSM candidates at Raebareli tentatively. 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.

9. HOW TO APPLY:

- (i) If a candidate is eligible and desires to apply, he/she should apply in the prescribed Application Format given at the end of this advertisement accompanied by the prescribed fee and copies of required attested certificates by ordinary post only, in a cover superscribed with the words " **Application for the post of Clerk-cum-Cashier (Office Assistant) –Group-“B”, Baroda Uttar Pradesh Gramin Bank, Recruitment Project -2009 and choice of centre for written examination..... Centre Code** " to reach **the following address** on or before the last date for Receipt of applications. Applications received after the last date for whatsoever reason will not be considered.

Address for sending application for the Post of Clerk-cum-Cashier (Office Assistant)
-Group-“B”

POST BOX NO. 9004
GOREGAON (East)
MUMBAI – 400 063

- (ii) Application should be in A-4 size paper (11.69" x 8.27") and should be strictly as per the format and contains no correction / alteration / over writings. Certified copies of the certificates as mentioned in General Instructions should be enclosed with the application.

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 computerised system, it is essential that the application is strictly in accordance with the prescribed format properly and completely filled and contains no corrections/ alternations / over writings.
- c) A candidate must fill the application form in **CAPITAL LETTERS in his / her own handwriting.**

- d) 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. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms. No correspondence or personal enquires shall be entertained by the Bank in this behalf.
- 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 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,
- i) Candidates serving in Government/Public Sector Undertakings (including Banks) should send their application through proper channels.
- j) The above candidates should also produce no objection certificates from their Employer, at the time of interview, in absence of which their candidature will not be considered. Advance copy of the application along with the original Bank Demand 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 thirteen districts of Uttar Pradesh viz. Allahabad, Ambedkar Nagar, Bareilly, Faizabad, Fatehpur, Kanpur Nagar, Kanpur Dehat, Kaushambhi, Pilibhit, Pratapgarh, Raebareli, Shahjahanpur and Sultanpur,
- l) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny or 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,
- m) Bank, may at its discretion hold re-examination wherever necessary in respect of a centre/ venue or 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) Only certified true copies of all certificates should be sent by the candidate along with the application.
- p) Any request for change of address will NOT be entertained,
- q) Each application must be accompanied by. -

Copies of under mentioned certificates.

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. SSLC / HSC / Graduate Degree, Post Graduation Degree, professional/research qualification etc.
3. A candidate belonging SC/ST/OBC/PWD category should attach a certified copy of the SC/ST/OBC/PWD certificates issued by the Competent Authority in the prescribed format as prescribed by Government 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 post and services of Government of India. The OBC certificate should not be more than one year old as on the date of application.

4. An ex serviceman candidate has to enclose a copy of the discharge certificate, retirement /pension order and documentary proof of rank last / presently held. Those who are still in defence service should submit a certificate from 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.
 5. Bank Demand Draft/ Banker's Cheque in favour of "**BARODA UTTAR PRADESH GRAMIN BANK RECRUITMENT PROJECT -2009**" payable at **RAEBARELI**.
- r) Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the courts situated in Raebareli.
 - s) Bank takes no responsibility for any certificate / remittance sent separately by candidate,
 - t) No candidate is permitted to use calculator, mobiles, pager 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.
 - Candidates in their own interest are 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.
 - 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 Rules of the Bank.
 - u) Canvassing in any form will be disqualification

Competent Authority for issue of certificate to SC/ST/OBC/PWD is as under:

- (a) **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 be subject to the community certificate being verified through proper channel. If the verification reveals that the claim of the candidate belonging to Other Backward Classes or not belonging 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.
- (b) **For Person With Disability-** the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. 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.

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

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.

LAST DATE FOR RECEIPT OF APPLICATIONS:

Applications complete in all respects should reach at the above Post Box **on or before 17/12/2009**

AN APPLICATION RECEIVED AFTER LAST DATE WILL NOT BE ENTERTAINED.

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 who do not receive the call letter by 18/02/2010 should contact at the following address with details of his/her name, address, Xerox copy of the Application form, details of Demand Draft etc, for obtaining duplicate call letters. Duplicate call letters will be issued between 10.30 A.M.to 2.30 P.M.at the following addresses between 19/02/2010 to 20/02/2010

Centre	Address with Phone No. & Fax No.
RAEBARELI	ASSTT. GENERAL MANAGER (Co-ordination) BARODA UTTAR PRADESH GRAMIN BANK. HEAD OFFICE, A-1, CIVIL LINES RAEBARELI-229001, Phone No. "0535-2702050, 2703875,2700022"Fax No."0535-2700723"
	CHIEF MANAGER (HRM), BARODA UTTAR PRADESH GRAMIN BANK. HEAD OFFICE, A-1, CIVIL LINES, RAEBARELI -229001. Phone No. "0535-2702050, 2703875, 2700022", Fax No."0535- 2700723".

This advertisement along with the application format is also displayed in the Bank's website: www.barodagraminbank.com

CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO SUBMIT THE APPLICATIONS WELL IN ADVANCE BEFORE THE LAST DATE TO AVOID POSSIBLE DELAY IN POSTAL TRANSIT.

PLACE: RAEBARELI

CHAIRMAN

DATE: _____

- d) Address for correspondence.
- e) Application form with requisite fee is sent.
- f) Details for claiming relaxation in age and the relevant certificate is enclosed.
- g) Domicile Certificate is enclosed.
- h) Correct Post Box No. and address.

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 any 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 am willing to serve anywhere and the Bank has the right to transfer me to any of the branches / offices. I 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 in Courts at Raebareli which 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 _____.

Place: _____

Date: _____

SIGNATURE OF CANDIDATE

विज्ञापन

हिन्दुस्तान (सम्पूर्ण उत्तर प्रदेश / उत्तरांचल संस्करण) / Hinsustan Times(UP Edition)

दिनांक : 14.11.2009



बड़ौदा उत्तर प्रदेश ग्रामीण बैंक

प्रधान कार्यालय, ए-1, सिविल लाइंस, रायबरेली

टेलीफोन : 0535-2703875, 2702050

भर्ती परीक्षा सूचना

बड़ौदा उत्तर प्रदेश ग्रामीण बैंक द्वारा क्लर्क कम कैशियर(आफिस असिस्टैन्ट) के कुल 11 पदों पर नियुक्ति हेतु भर्ती परीक्षा में सम्मिलित होने के लिए पात्र अभ्यर्थियों से आवेदन फार्म आमन्त्रित किया जाता है. आवेदन फार्म जमा करने की अन्तिम तिथि 17.12.2009 है. लिखित परीक्षा दिनांक 21.02.2010 को रायबरेली, फैजाबाद व शाहजहाँपुर में आयोजित किया जाना प्रस्तावित है. विस्तृत जानकारी तथा आवेदन फार्म के प्रारूप के लिए दिनांक 21.11.2009 को प्रकाशित रोजगार समाचार/ Employment News देखें या हमारी वेबसाइट www.barodagraminbank.com पर लागू आन करें. अभ्यर्थियों को सलाह दी जाती है कि असुविधा से बचने के लिए अन्तिम तिथि से पर्याप्त पहले आवेदन करें.

दिनांक: 12.11.2009

अध्यक्ष

Size 8x5 cm