



DENA GUJARAT GRAMIN BANK

(A joint venture of Govt. of India, Govt. of Gujarat & Dena Bank)

દેના ગુજરાત ગ્રામીણ બેંક

Head Office: Balvantray Mehta Panchayat Bhavan, 'CH' Road, Sector-17, GANDHINAGAR - 382 017
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DGGGB/HO/PER/OI/ /2017-18

Dated. 25th May , 2017

To,

ROLL NO:

Dear Sir/Madam,

Re: CWE-RRB V –Your Application for appointment as OFFICER SCALE-I(Assitant Manager) in Group-A

We refer to your application for the post of Officer JMG Scale-I in Group-A through IBPS-RRB-V recruitment process.

Based on your performance in Written (Online) Test, you have been declared provisionally successful by IBPS for the post of Officer Scale-I in Group-A and provisionally allotted to our Bank subject to your fulfilling further formalities at our end.

In this connection, you are advised to report at following address on 02-06-2017 (Friday) at 1.00 PM to complete pre-recruitment formalities along with original documents mentioned at Sr. No. 3 with duly attested photocopy of the same.

Address: **C-BLOCK**
NURSING COLLEGE
CHAUDHARY COLLEGE CAMPUS
SECTOR-7, GANDHINAGAR-382007

1. Matching of your Bio-Metric impression by our bank.
2. Verification of credentials in terms of eligibility criteria such as age & educational qualifications, category to which you belong, disability status, if any, against the original documents to be produced.
3. Submission of duly attested photocopies of the following:
 - Call letter for online written exam
 - Mark sheets & certificates in support of your educational qualifications from SSC onwards i.e. SSC/HSC/Graduation/Post Graduation/Technical & Professional qualifications for each year/semester.
 - School leaving certificate/Birth Certificate
 - IBPS Score card
 - Computer literacy certificate/s
 - Language Proficiency- Candidates who have studied the language of the State in Standard VIII or any level above standard VIII in government recognized Boards of Education/School or having any certificate to the effect for standard VIII or any level above standard VIII.

OR

Where the candidate does not meet the aforesaid requirement in local language at the time of selection will be given a time of six months from the date of joining to acquire the proficiency and has to submit declaration for the same.

- Experience certificates, if any.
- Caste/Community certificate issued by the Competent Authority in the format prescribed by GOVERNMENT OF INDIA, in case you belong to SC/ST/OBS category.
- Candidates belonging to OBC category should submit the latest OBC certificate specifically mentioning the “Creamy Layer” clause. The certificate must be issued after 01/04/2016 in the latest format prescribed by GOVERNMENT OF INDIA
- Medical certificate from the Medical Board at the district level in the format prescribed by GOVERNMENT OF INDIA in case you belong to “Person with Disability” category as per section 33 of the PWD Act, 1995
- Character certificate -2 character certificates obtained on recent date, either from following known to you for minimum 3 years.
 - i) Principal of college/Head of Department of college/University last attended
 - ii) Gazetted Officer/s or Banks Officer/s
 - iii) Present Employer, if any
 - iv) Respectable person/s **not related to the candidate.**
- Identity proof (Photo ID) and photographs(3)
- Address proof
- “No Objection Certificate” from your present employer, if employed-Candidates serving in Government/quasi Government offices/Public Sector Undertaking(including Nationalized Banks and Financial Institutions) are required to produce a “No Objection Certificate from their employer. The No Objection Certificate should not be issued for selection in any particular participating organization as the Common Recruitment Process is for all participating organizations.

4. Upon your satisfying/fulfilling the above conditions at 1 to 3, you will be offered provisional appointment subject to the following:

- Your being declared medically fit by the Bank’s Approved Doctor
- Your executing “SERVICE INDEMNITY BOND WITH SURETY” before Notary/Magistrate on Non-judicial stamp paper of Rs.100/- and submitting to the bank at the time of joining that in the event of your resignation/leaving from the bank’s services before confirmation (i.e. during your probation period), you will have to deposit Rs.1,00,000/- (Rupees One Lakh only) towards Bond Money.

5. Please note that non-fulfillment of eligibility criteria/non-submission of documents mentioned in this letter tantamount to disqualification of your candidature and bank’s decision with regard to disqualification will be final and binding to you.

6. Request for reporting for above formalities at later date shall not be entertained under any circumstances. If you will not turn up for the above formalities on the above mentioned date & venue, it will be presumed that you are not interested for the appointment of Officer Scale-I in our Bank and the provisional offer of appointment stands cancelled and thereafter no correspondence will be entertained in this regard.

7. Please note that no travelling expensed for pre-appointment formalities shall be reimbursed by the bank.

Please acknowledge the receipt of this letter.

Yours faithfully

GENERAL MANAGER