



Phone : 2220752, 2220298 Fax : (0542) 2220317

Kashi Gomti Samyut Gramin Bank

(Sponsored by Union Bank of India)

Head Office :C 19/40, Faatman Road, Sigra, Varanasi-221002

**APPLICATIONS ARE INVITED FROM INDIAN CITIZENS
DOMECILE OF UTTAR PRADESH FOR FOLLOWING POSTS IN THE
OFFICERS GROUP-"A" & OFFICE ASSISTANT -GROUP- "B" UNDER SPECIAL
RECRUITMENT DRIVE FOR SC/ST CANDIDATES**

LAST DATE OF ON- LINE REGISTRATION : 06-09-2010

DATE OF WRITTEN EXAMINATION:

Post Code	Post	Date of Written Examination
01	Officer Scale-I –Group- "A"	14-11-2010
02	Office Assistant – Group- "B"	31-10-2010

01 VACANCIES:

Post	Post Code	SC	ST	out of which	
				PC including VI,HI,OC	EXS
Officer Scale-I	01	16	05	01	03
Office Assistants	02	02	03	-	01

Abbreviations stand for :

SC Scheduled Caste

HI Hearing Impaired

OC Orthopedically challenge

ST Scheduled Tribe

PC Physically Challenged

VI Visually Impaired

EXS Ex-Serviceman

PAY SCALE & EMOLUMENTS :

POST CODE-1: Officer Scale-I: Rs. 10000-470/6-12820-500/3-14320-560/7-18240

POST CODE-2: Office Assistants:Rs. 4410-215/3-5055-335/3-6060-470/4-7940-500/3-9440-560/4-11680-970/1-12650-560/1-13210

Officer Scale-I: At present the total starting emoluments are around Rs. 17868/- per month inclusive of DA & HRA at the current rate.

Office Assistants: At present the total starting emoluments are around Rs. 9479/- 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.

02. ELIGIBILITY CRITERIA:

Nationality / Citizenship:

The candidate must be an Indian citizen and should be domicile of Uttar Pradesh.

03. AGE: (As on 01.04.2009)

Post Code -1 – Officer Scale-I Minimum 18 years – Maximum 31 years
Post Code – 2 – Office Assistants Minimum 18 years – Maximum 31 years

RELAXATION IN UPPER AGE LIMIT ;

S.No.	Category	Relaxation by years
1.	In case of PC candidates	10 years
2.	Ex-service man/ disabled Ex-serviceman	Actual period of service rendered in defence services + 3 years (8 years for disabled Ex-serviceman) subject to a maximum of 50 years.
3.	Person domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
4.	Widows, Divorced women & women Judicially separated from their husbands & who are not remarried (subject to maximum age limit of 40 years only for clerical 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-serviceman status for further employment.
3. All persons eligible for age relaxation under 4(B)5 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 has ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December, 1989.
4. Above relaxation 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 community Certificate

Definition : Physically Challenged Persons (PC) – Definition of categories of disabilities :

- (a) An Orthopedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by Medical Board appointed by the Central/State Govt.) would be eligible for reservation in services/posts. Locomotor Disability means disability of the bones, joints 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 in suit 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 ie total loss of hearing in both ears. They do not hear, understand sound 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 (VI): The visually impaired persons are those suffering from blindness or low vision. Blindness – refers to a condition where a person 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 of 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 60% or lesser marks.
- iv) Both the candidates as well as the scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for 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 and candidature of the applicant will stand cancelled irrespective 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. EDUCATIONAL QUALIFICATION: (As on 01.04.2009)

POST CODE -1 OFFICER SCALE-I

- (i) Degree of recognized University in any discipline or its equivalent.
- (ii) Proficiency in local language.

POST CODE -2 OFFICE ASSISTANTS

- (i) Degree of a recognized university in any discipline or its equivalent OR
- (ii) Pass with 50% marks in aggregate in HSE of 10+2+3 pattern XI standard of 11+3 pattern/pre-degree or intermediate or any equivalent examination; OR
- (iii) Diploma in Banking recognize by Central/State Government or Union territory; OR
- (iii) Pass with minimum 55% marks in aggregate in matriculation/Senior school certificate (old pattern) or equivalent.

For both the posts Code 01& 02:

- (i) Proficiency in Hindi is essential
- (ii) Knowledge of English required
- (iii) Preference will be given to candidates with Computer knowledge

04. POSTAGE CHARGES: (NON REFUNDABLE)

S.No.	Postage (Rs.)	Application fee	Total (Rs.)
1	50.00	-	50.00

- (a) **Payment of fee:** There are two challan forms available in our website www.kgsgbank.co.in for each category, details of which are as follows:

Post Code-01 OFFICER SCALE-I

- 1. Kashi Gomti Samyut Gramin Bank - 01
- 2. Union Bank of India - 01

Post Code-02 OFFICE ASSISTANT

- 1. Kashi Gomti Samyut Gramin Bank - 02
- 2. Union Bank of India – 02

- (b) Candidates should down load one of the Challan Forms (as applicable to them for the post applied for) from the Bank' website.
- (c) After filling up the required information on the form, they should make payment of the fee applicable to them in any branch of either Kashi Gomti Samyut Gramin Bank or Union Bank of India and should keep the '**candidate's copy**' of the Challan form having receipt of fees duly acknowledged thereon, with them for producing the same at the time of written test.

Important Note: **Candidates will not be permitted to appear at the written test Without production of the Original Challan form.**

- (d) The list of our Bank branches alongwith code numbers is available on our Bank's website www.kgsbank.co.in for information of the candidates.
- (e) 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.
- (f) **Fees should be paid invariably between 16-08-2010 and 06-09-2010 only. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.**

05. SELECTION PROCEDURE:

POST CODE – 01 – OFFICER SCALE-I

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

WRITTEN TEST :

Objective Tests :

Duration : 150 minutes

S.No.	Name of the Test	No. of Questions	Maximum Marks	Duration
01	Reasoning Test	50	50	120 minutes
02	Quantitative Aptitude	50	50	
03	General Awareness	50	50	
	Total	150	150	
04	English Language	50	50	30 minutes

POST CODE-02 – OFFICE ASSISTANTS:

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 who application are received in time will be called for a written test, which will be comprising the following:

WRITTEN TEST :

Objective Tests :

Duration : 150 minutes

S.No.	Name of the Test	No. of Questions	Maximum Marks	Duration
01	Reasoning ability	50	50	120 minutes
02	Numerical ability	50	50	
03	Clerical Aptitude	50	50	
	Total :	150	150	
04	English Language	50	50	30 minutes

Note : (a) The Test of English Language is only a qualifying exam.

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 call for interview in the ration 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 examination will be given in the "Acquaint Yourself Booklet" which will be sent to the candidates along with the call letters for the Written Examination.

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

06. TEST DATE AND CENTRES OF EXAMINATION (FOR POST CODE 01 & 02):

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.

POST CODE -01 Officer Scale -I	14-11-2010
POST CODE -02 Office Assistants	31-10-2010

Name of Centers and Center Codes:

The written test will be scheduled at the following centers and the address of the venue will be advised in the **CALL LETTER**.

Name of the Centre	Centre Code
Varanasi	11

The Bank however, reserves the right to cancel any of the Centers and/ or add other Centers, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the Candidate any Center 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. APPOINTMENT: For Post Code – 01 & 02, candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement.

PROBATION:

Post Code – 01

02 years (shall be extendable for 01 year)

Post Code – 02

01 years (shall be extendable for 06 months)

Pre-Examination Training:

An eligible candidate who wishes to avail **Pre- Examination Training** should fill in the relevant column in the application form. 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.

08. HOW TO APPLY:

1. All eligible candidates should apply on-line through the link provided to our website www.kgsbank.co.in in the prescribed format from **16-08-2010**. Please note that the last date for submission of on-line application is **06-09-2010**. Candidates should have a valid e-mail ID. This will help him/her in getting call letters/interview advices etc.
2. Candidates should fill up the application available after clicking the link given in the notification.
3. **Branch Sol I.D.** and **Branch Transaction ID 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 mandatory fields (marked with*) should be filled in, otherwise the system will not accept the application.**
6. The Candidates should note/remember the **Registration number and Password** for future reference and use.
7. **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.**
8. **Candidate should download a hard copy of the duly filled in Application Form at the time of submission, which they will have to submit at the time of interview.**

GENERAL INSTRUCTIONS:

- a) 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 properly and completely filled in.
- b) 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 enquiries shall be entertained by the Bank in this behalf.

- c) Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account not would this fee be held in reserve for any future examination or selection.
- d) **Most of the branches are in remote rural are as of eastern Uttar Pradesh, therefore, only candidate willing to serve anywhere in these locations should apply.**
- e) 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.
- f) Bank, may at its discretion hold re-examination wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- g) The Bank shall not be responsible for an application being rejected which is bases on wrong information provided in any advertisement issued by an unauthorized person/institution.
- h) **Any request for change of address will NOT be entertained.**
- i) Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the courts situated in Varanasi.
- j) Bank takes no responsibility for any certificate/remittance sent separately by candidate.
- k) 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 centers 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 on-line well in time before the last date to avoid possible technical snag.
- 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.
- l) Canvassing in any form will be disqualification.

Competent Authority for issue of Certificate to SC/ST/PC is as under :

- (a) **For SC/ST:** 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 Presedency 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.

- (b) **For Physically Challenged** - 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 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, tempered, 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 –

- ii) using unfair means during the examination or
- iii) impersonating or procuring impersonation by any person or
- iv) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/ answer sheet from the examination hall or
- v) resorting to any irregular or improper means in connection with his/her candidature for selection or
- vi) obtaining support for his/her candidature by unfair means, such a candidate may,
 - a) To be disqualified from the examination for which he/she is a candidate.
 - b) To be debarred either permanently or for specified period from any examination or recruitment conducted by Kashi Gomti Samyut 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 reserve right to cancel his/her candidature.

**LAST DATE FOR RECEIPT OF APPLICATION :
POST CODE – 01 & 02:**

Applications complete in all respect should be submitted on-line on or after 16-08-2010 but in all cases on or before 06-09-2010.

**CALL LETTERS FOR WRITTEN EXAMINATION:
POST CODE – 01 & 02**

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 candidates who do not receive the call letter by (i) 08-11-2010 for Post Code-01 " Officer Scale-1 and (ii) 25-10-2010 for Post Code-02 " Office Assistant " should contact at the following address with details of his/her name, address, original copy of Challan Form for the fee deposited alongwith a photograph pasted

thereon, for obtaining duplicate call letters. Duplicate call letters will be issued between 10.30 A.M. to 2.30 P.M. as per the following schedule

Post Code-1 Officer Scale-I from 09-11-2010 to 13-11-2010

Post Code-2 Office Assistant from 26-10-2010 to 30-10-2010

For Duplicate Call Letters candidates may contact, as per above schedule at the following address:-

Centre	The complete Address with Phone No.
Varanasi	General Manager, Kashi Gomti Samyut Gramin Bank, Head Office, Faatman Road, Sigra, Varanasi – 221 002 Phone No. 0542-2220752, 2220298

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

PLACE : VARANASI

DATE :

CHAIRMAN

12. (i) Gender (Mark "X" in the appropriate box)

Male Female

(ii) a. Are you an Ex-Serviceman ? (Mark "X" in the appropriate box)

Yes No

b. In case of Ex-Serviceman/Commissioned Officer/Other Equivalent specify.

Date of Discharge

Rank at present/last held

A) Acting w.e.f.

B) Substantive w.e.f.

(iii) Are you physically challenged ? Yes No

(Mark "X" in the appropriate box)

if yes, then percentage and type of disability.....
(attach the certificate)

(iv) In case of SC/ST/OBC candidate:

Name of caste/Tribe/Class :

(v) Are you a widow/Divorced Woman/Judicially Separated from the husband and is not re-married : Yes No

(Mark "X" in the appropriate box)

(vi) Are you serving in RRB ? Yes No

(Mark "X" in the appropriate box)

(vii) Are you intend to use the services of a Scribe. Mark "X" in the appropriate box) Yes No

(Mark "X" in the appropriate box)

(viii) Are you domicile of Uttar Pradesh ? Yes No

(Mark "X" in the appropriate box)

13. NATIONALITY :

14. PLACE OF BIRTH :

Place : Distt. : State :

15. PERMANENT ADDRESS (IN BLOCK LETTER) :

(Please attach attested copy of the domicilcertificate for post of Office Assistants)

**16. Educational and Professional Qualifications :
Details of Education (10th Standard onwards as on 01.04.2009)**

Examination Passed	Name of the Institution/University	Subjects studied in details	Date,Month, year of passing	Percentage of aggregate marks	Class/ Division

(if space is not sufficient please attach separate sheet)

**17. Particular of Post Qualification Experience including the Present Occupation/Job :
(As on the date of application) :**

Name of the employer(s) firms etc. and the nature and details o activities carried out by the employer	Designation and rank if any	Period of service		Length of service years, months, days	Nature of duties performed in detail	Remarks (Reasons) for leaving service
		From	To			

18. LANGUAGES KNOWN :

S.NO.	LANGUAGE	READ*	WRITE*	SPEAK*

(* Mark "X" in the appropriate box)

20. BEFORE MAILING APPLICATION PLEASE CHECK THAT YOU HAVE CORRECTLY MENTIONED :

- a) Category/Sub Category and have enclosed copies of necessary certificates for SC/ST/OBC/PC/EXS candidates.
- b) Details regarding fess (Bank Demand Draft)
- c) Address for correspondence.
- d) Application form with requisite fee is sent.
- e) Details for claiming relaxation in age and the relevant certificate is enclosed.
- f) Domicile Certificate is enclosed.

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 in Uttar Pradesh. I agree that the major area of operation of the Bank is in remote rural areas and the Bank has the right to transfer me to any of the branch/Office. 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 at Courts/Tribunals/Forums at Varanasi/Allahabad 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

Place :

Date :

Signature ofCandidate