

Pre-Recruitment formalities for the post of Office Assistant (Multipurpose)

Though the individual letters have already been mailed/dispatched to candidates, yet in case of non-receiving of letter/mail, the candidates are required to ensure following :-

Candidates have to report along with duly filled in BIODATA as available at our bank's website www.kgsgbank.co.in, to officials at Kashi Gomti Samyut Gramin Bank, Head Office, C-19/40, Faatman Road, Sigra, Varanasi - 221 002 on **scheduled date and time as mentioned in the list** with documents as enumerated under to complete pre-recruitment formalities.

The Candidates appointment in the bank will be subject to satisfactory medical report and desirable experience certificate from the previous employer/s. For medical Report, he/she will have to undergo medical tests / examination at his/her own cost as per Bank's norms. The candidates have to reach to any of Bank's approved diagnostic centers and show this call letter to them at least two days before your scheduled reporting time. The charges payable at the Diagnostic Centre will be ₹ 1,000/-. The addresses of **Diagnostic Centres** are as under:-

- Popular Medicare Ltd. (Popular Hospital) - N-10/60-A-2, Kakarmatta, Varanasi. Contact No. 0542-2300258
- Shubham Hospital (A Unit of Shubham Medicare Pvt. Ltd.) - S-8/108-F-5A, Maqbool Alam Road, Near Income Tax Office, Khajuri, Varanasi. Contact No.0542-2502440-41-42
- G. V. Meditech Pvt. Ltd. - Mahmoorganj, Varanasi. Contact No. 0542-2360682

Bank will ask for a verification report from Police department of candidate's area for that two blank formats of Character and antecedents verification report (Application Form) are made available at Bank's website www.kgsgbank.co.in. The candidate will have to fill the forms (in duplicate) & paste his/her recent photographs on the space provided and bring the same with them. **Please do not submit this application to police station directly, the bank will send the application to the concerned police authorities. Candidates are only required to bring the duly filled application forms with them.**

Please note that the letter send to the candidate is not an appointment letter and will itself not entitle him/her to an appointment in the Bank. The appointment letter will be issued to the candidate by the competent authority after completion of other formalities like verification of original certificate/testimonials, satisfactory medical report, checking the language proficiency of HINDI which is mandatory for serving in our bank, situated in Uttar Pradesh (HINDI proficiency is applicable for the post of Officer Scale-I and Office Assistant) & verification of Experience from previous Employer. The candidate's appointment in the Bank will be subject to verification of character from the two referees/last employer and satisfactory police verification report within a specified period. Please note that the candidate will not be paid any travelling allowance, conveyance, medical examination charges, for journey for reporting or for journey for joining at the place of posting after issuance of appointment letter.

The following documents will have to be produced by the candidate at the time of reporting, in original as well as self attested photocopies -

- Date of Birth Certificate acceptable to the Bank i.e. High School Certificate, and/or Birth Certificate issued by the Municipal Authority or district office of the Registrar of Births & Deaths.
- Certificates regarding educational qualifications.
- Experience Certificate on the Official Stationary of the Bank/Financial Institution to whom you served.
- Military Discharge Certificate (in case appointment of Ex-Serviceman).
- Certificate for handicapped category issued by CMO/competent authority stating therein the nature and extent of handicap.
- Income Tax PAN Card.
- Aadhar Card.
- Three Character Certificate -
 1. From Head of the Institution last attended or Head of Previous Employer.
 2. From any Gazetted Officer/Bank Manager.
 3. From People's representative viz. MP/MLA/Chairman Nagar Palika or Town Area/Gam Pradhan (Format available on our Bank's website www.kgsgbank.co.in)
- SC/ST/OBC Certificate in prescribed format (OBC Certificate should invariably contain 'NON-CREAMY LAYER' clause, on Central Govt. Format, issued on or after 01.04.2018.
- Referee reports from TWO referees on the format available on website www.kgsgbank.co.in

The Candidates are required to come with full preparedness viz. with their belongings, money to bear the pre recruitment formalities including stay arrangements in Varanasi. After successful completion of pre recruitment formalities as prescribed, bank will issue the appointment cum offer letter by which the candidates will be advised about their reporting region and date of joining. Bank has the sole discretion to post the candidate at any branch/office across the operating area of the bank and the candidate has to report wherever he/she will be advised to join including remote rural areas. Please note that any request/influence regarding posting will not be entertained.

The candidate has to report at scheduled date, time and place to complete the process of joining. **NO EXTENSION OR SECOND CHANCE WILL BE PROVIDED. IN CASE THE CANDIDATE FAILS TO REPORT ON SCHEDULED DATE, IT WILL BE PRESUMED THAT HE/SHE IS FOREGOING THE JOB OF OUR BANK AND THUS HIS/HER CANDIDATURE WILL BE CANCELLED.**

Rajesh Srivastava
Chief Manager (HR & IR)