



ASSAM GRAMIN VIKASH BANK

HEAD OFFICE: G.S. ROAD, BHANGAGARH, GUWAHATI - 781005

RECRUITMENT FOR THE POST OF OFFICE ASSISTANT (MULTIPURPOSE), OFFICERS-(JMG) Scale-I and (MMG) SCALE - II & III

Advertisement No. AGVB/PER/50(A)/44 /2011-12 dated 05-12-2011

Post	Date of Written Examination	Start date for receipt of ONLINE registration	Last date for receipt of ONLINE registration
Office Assistant (Multi Purpose)- Group-B	12-02-2012	14-12-2011	10-01-2012
Officer (JMG)Scale-I – Group-A	19-02-2012	14-12-2011	10-01-2012
Officer (MMG) Scale-II – Group-A	19-02-2012	14-12-2011	10-01-2012
Officer (MMG) Scale-III – Group-A	19-02-2012	14-12-2011	10-01-2012

1. VACANCIES :

Post Code	Posts	SC	ST	OBC	GEN	Total	Out of which for	
							PWD	EXS
01	Office Assistant (Multi Purpose)	07	13	31	65	116	03	12
02	Officer (JMG)Scale-I	15	07	26	51	99	03	0
03	Officer (MMG) Scale-II – Information Technology	03	01	06	14	24	0	0
04	Officer (MMG) Scale-II – Law	0	0	0	0	0	0	0
05	Officer (MMG) Scale-II – Marketing	01	0	0	0	0	0	0
06	Officer (MMG) Scale-II – Agriculture	02	02	04	09	17	0	0
07	Officer (MMG) Scale-II – Treasury	0	0	0	0	0	0	0
08	Officer (MMG) Scale-II – General Banking	02	01	03	08	14	0	0
09	Officer (MMG) Scale – III	0	0	0	0	0	0	0
Total Vacancy		30	24	73	152	279	06	12

(Abbreviations stand for : SC - Scheduled Caste ; ST - Scheduled Tribes ; OBC - Other Backward Classes ; GEN - General ; PWD - Persons with Disability; EXS - Ex-servicemen

Note : PWD includes OC, VI and HI (OC - Orthopedically Challenged ; VI – Visually Impaired ; HI – Hearing Impaired)

Note :

- The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirements of the Bank and other related provision.
- Candidates belonging to reserved categories, including persons with disabilities and candidates for whom no vacancy has been announced are free to apply against vacancies announced for general categories.
- It is clarified that it may not be possible to employ PWD candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
- As the reservation of PWD Candidates is on horizontal basis, the selected candidates will be placed in the appropriate categories (Viz. SC/ST/OBC/OTHERS) to which they belong.

2. PAY SCALE & EMOLUMENTS :

Post	PAY SCALE (Rs.)	Approx. Total starting emoluments including DA & HRA at the current rate
Office Assistant (Multi Purpose)	7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300	Rs.12,034.00
Officer (JMG)Scale-I	14500-600/7-18700-700/2-20100-800/7-25700	Rs.24,164.00
Officer (MMG) Scale – II	19400-700/1-20100-800/10-28100	Rs.32,330.00
Officer (MMG) Scale – III	25700-800/5-29700-900/2-31500	Rs.42,829.00

NOTE : Other allowances and perquisites will be admissible as per the rules of the Bank.

3. ELIGIBILITY CRITERIA :

A. Nationality/Citizenship :

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came to India before 1st January 1962, with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility in necessary may be admitted to the interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate have been issued to him by the Govt. of India. **The candidate must be a domicile of Assam and should have proficiency in local language(s).**

B. EDUCATIONAL QUALIFICATION (As on 01.12.2011)

Sl. No.	Post	Post Code	No. of Vacancy	Educational Qualification	Minimum Experience
1	Office Assistant (Multi Purpose)	01	116	i. Bachelor degree or its equivalent of a recognised University in any discipline ii. a) Essential : Proficiency in local language b) Desirable : Knowledge of computer skills	Nil
2	Officer (JMG)Scale-I	02	99	i. Bachelor Degree of a recognised University in any discipline or its equivalent. Preference will be given to the candidates having degree in Agriculture, Horticulture, Animal Husbandry, Forestry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy. ii. Proficiency in Local Language iii. Computer knowledge or awareness will be an added qualification.	Nil
3	Officer (MMG) Scale – II Officer (Information Technology)	03	24	Degree from a recognized University in Electronics/Communication/Computer Science/Information Technology or its equivalent with a minimum of 50% marks in aggregate. Desirable experience : Certificate in ASP, PHP, C++, Java, VB, VC, OCP, etc.	01 (one) year
4	Officer (MMG) Scale – II Law Officer	04	01	Degree from a recognized University in Law or its equivalent with a minimum of 50% marks in aggregate.	02 (two) years as an Advocate or should have worked as Law Officer in Banks or Financial Institutions for a period not less than 02 (two) years.
5	Marketing Officer	05	02	MBA in Marketing from any institute of repute.	01 (one) year
6	Officer (MMG) Scale – II Agriculture Officer	06	17	Degree from a recognized University in any discipline in Agriculture, Horticulture, Dairy, Animal Husbandry, Forestry, Veterinary Science, Agricultural Engineering, Pisciculture or its equivalent, with a minimum 50% marks in aggregate.	02 (two) years
7	Officer (MMG) Scale – II Treasury Manager	07	01	Chartered Accountant or MBA in Finance from a reputed Institute.	01 (one) year
8	Officer (MMG) Scale – II General Banking Officer	08	14	Degree from a recognized University in any discipline or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.	02 (two) years as an Officer in Bank or Financial Institution.
9	Officer (MMG) Scale – III	09	05	Degree from a recognized University in any discipline or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.	05 (five) years as an Officer in any Bank or Financial Institution.

C) AGE LIMIT (As on 01-12-2011) :

- For Office Assistant (Multi Purpose) : Between 18 years and 28 years
- For Officer (JMG) Scale - I : Between 18 years and 28 years
- For Officer (MMG) Scale - II : Between 21 years and 32 years
- For Officer (MMG) Scale - III : Below 40 years

RELAXATION OF UPPER AGE LIMIT :

Sl. No.	Category	Age Relaxation
1	Scheduled Caste / Scheduled Tribe	5 Years
2	Other Backward Classes	3 Years
3	Persons with Disability-General Category	10 Years
4	Persons with Disability-SC/ST Category	15 Years
5	Persons with Disability-OBC Category	13 Years
6	Ex-Servicemen	
	Ex-Servicemen (For Post Code 02 to 09)	In case of Ex Servicemen and Commissioned officers including ECOs/SSCs, 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 next one year from the last date of receipt of application other than by way of discharge or dismissal on account of misconduct or inefficiency or on account of physical disability attributable to Military Service or on being declared as invalid : 5 years
	Ex-Servicemen (For Post Code 01)	Actual period of service rendered in Defense service + 3 years (8 years for disabled Ex-Servicemen belonging to SC/ST), subject to a maximum of 50 years.
7	Only for Post Code 01 : Widows, Divorced Women & women judicially separated from their husbands & who are not remarried	9 Years (subject to maximum age of 35 years for General and 40 years for OBC and 42 years for SC/ST candidates)
8	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 Years

NOTE :

- The relaxation in upper age limit is cumulative as per Government of India guidelines
- All persons eligible for age relaxation under 3(C)8 above, 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 had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
- Above relaxation are available only if the candidate fulfills the various conditions prescribed in the Government of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Caste/Category certificate.

Definition of Ex-Servicemen (EXSM) :

- Ex-Servicemen:** Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Deptt. Of Personnel & Administrative Reforms notification No. 36034/5/85/Est (SCT) dated 27.10.1986 as amended from time to time.
- Disabled Ex-Servicemen (DISXS) :** Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- Dependents of Ex-Servicemen killed in action (DXS) :** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war, (b) war like operations or Border Skirmishes either with Pakistan on cease fire line or any other country, (c) fighting against armed hostilities in a counter insurgency environment, viz. Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad, (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation, (f) frost bite during actual operations or during the period specified by the Government, (g) dealing with agitating para military forces personnel, (h) IPKF Personnel killed during the operations in Sri Lanka.

Note:

- Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/retired on or before joining in the Bank.
- 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.
- Ex-servicemen candidates who have already secured employment under the Central Govt. in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under the Central Govt. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. jobs.

Definition : Persons with Disability (PWD) – Definition of Categories of Disabilities :

- An Orthopaedically Challenged (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant permanent disability (as certified by a Medical Board, appointed by the Central/State Government) 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 form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.
- Deaf & Hearing impaired (HI) :** The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds 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.

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Visually Impaired (VI) : The visually impaired persons are those suffering from blindness of Low vision

Blindness : "Blindness" refers to a condition where a person suffers from any of the following conditions, namely :-

- Total absence of sight; or
- Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting Lenses; or
- Limitation of the field of vision subtending an angle of 20 degree or worse.)

Low Vision : "Person with 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.

Use of Scribe : Visually impaired (VI) 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 –

- At his / her own cost
- The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria
- The scribe can be from any academic discipline. The scribe should possess 60% or lesser marks in his own academic stream.
- 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/she did not fulfill any of the laid down eligibility criteria or suppresses material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

5. APPLICATION FEES (For Post Code 01 to 09) including Postal Charges (Non-Refundable) :

Sl No	Category	Application Fees + Postage For Post Code 01	Application Fees + Postage For Post Code 02 to 09
1	SC / ST / PWD	Rs. 50.00 (Only postage)	Rs. 50.00 (Only postage)
2	All others	Rs. 250.00	Rs. 400.00

Payment of Fee: There are Challans available in our web site (Bank's Website) for each category, details of which are as follows:

Post Code -01- Office Assistant (Multipurpose)	⇒ Assam Gramin Vikash Bank/United Bank of India - Challan Form No. 01
Post Code -02 to 09 -Officer Scale-I, II & III	⇒ Assam Gramin Vikash Bank/United Bank of India - Challan Form No. 02

b) Candidates should download printout of one of the above Challan Forms (as applicable to them for the post applied for) from the website of Assam Gramin Vikash Bank viz. www.agvbank.co.in

c) After filling up the required information on the Challan Form, they should make payment of the fee applicable to them in any branch of Assam Gramin Vikash Bank or United Bank of India for credit of account mentioned below :

Sr. No.	Code	Account No.		Name of Account
		Assam Gramin Vikash Bank	United Bank of India	
1	Post Code -01- Office Assistant (Multi Purpose)	7281050001113	0002050022349	AGVB Recruitment Project for Office Assistants (M)
2	Post Code -02 to 09 -Officer Scale-I, II & III	7281050001120	0002050022330	AGVB Recruitment Project for Officers

Candidates should keep the 'Candidate's Copy' of the Challan with receipt of fees duly acknowledged thereon, with them for producing the same at the time of written test along with the latest passport size photograph pasted on the Challan and signed across by the candidate. Candidates claiming fee concession should also enclose photocopy of the relevant category certificate, along with the Challan.

Important Note: Candidates will not be permitted to appear at the written test without production of this Challan and Photograph.

Candidates are therefore advised to keep -3- photocopies of the fee payment challan for future use.

- 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.
- Fees should be paid invariably between 14-12-2011 and 10-01-2012 only. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.
- Payment by Cash/Cheque/Money Order/Bank Demand Draft/Bank Pay Order/Postal Order etc. will not be accepted.

6. SELECTION PROCEDURE

The selection of the candidates shall be made on the basis of performance in written test and interview. All the eligible candidates who apply with the requisite fee and whose online applications 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:

Duration: 2 hrs. & 30 minutes

Sl. No.	Post Code 03 to 09 (Officer Scale- II & III)				Sl. No.	Post code 01 to 02 (Officer Scale I & Office Assistant)			
	Name of the Tests	Medium of Exam	No. of Questions	Maximum Marks		Name of the Tests	Medium of Exam	No. of Questions	Maximum Marks
1	Test of Reasoning	English	50	50	1	Test of Reasoning	English	50	50
2	Quantitative Aptitude & Data Interpretation	English	50	50	2	Numerical ability	English	50	50
3	Financial Awareness	English	50	50	3	General Knowledge	English	50	50
4	General English	English	50	50	4	General English	English	50	50
Total			200	200***	Total			200	200***

*** Marks will further be reduced to 70

Note :

- Wrong answers given in the objective test will result in negative marks.
- The candidates securing a minimum of 40% marks in the written test shall qualify for interview. In the case of candidates belonging to the Scheduled Caste or the Scheduled Tribe categories, the minimum marks in the written test shall be 35% to qualify for interview.
- All those candidates who have secured minimum qualifying marks in written examination, in the order of merit, shall be called for interview upto the ratio of 1:3. 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 of the ranking accorded, after adding the marks obtained in the written test and interview.

7. TEST CENTRES AND DATE OF EXAMINATION

- The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letters, for the examination. The bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.

POST CODE NO. 01 (Group-B)	: 12.02.2012
POST CODE NO. 02 (Group-A)	: 19.02.2012
POST CODE NO. 03 to 08 (Group-A)	: 19.02.2012
POST CODE NO. 09 (Group-A)	: 19.02.2012

- The written test will be scheduled at following Centre/s and the address of the Venue will be advised in the Call Letters :

For Post Code 01 & 02

Centre Code No.	Name of Centre	Centre Code No.	Name of Centre
11	GUWAHATI	15	DIBRUGARH
12	NALBARI	16	GOLAGHAT
13	TEZPUR	17	SILCHAR
14	LAKHIMPUR	18	KOKRAJHAR

For Post Code 03 to 09

Centre Code No.	Name of Centre	Centre Code No.	Name of Centre
11	GUWAHATI	17	SILCHAR
19	JORHAT		

The Bank reserves the right to cancel and/or add any other Centres, depending on the response, administrative feasibility, etc. The Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for and this right to waive any of the criteria for selection looking at the requirement and exigencies. Request for change of centre of examination will NOT be entertained.

8. INTERVIEW

Those short listed candidates in the order of ranking in the written test as per the cut-off marks determined by the Bank shall be called for interview & the decision of the Bank in this regard shall be final.

Candidates will have to produce a hard copy (Printout) of the filled in application form alongwith the following certificates (photocopy for submission and originals for verification) at the time of interview:-

- Secondary School Certificate/ School Leaving Certificates for proof of age.
- Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSC / HSC / Graduate degree, post graduation degree, professional/research qualification etc.
- A candidate belonging SC/ST/OBC/PC category should attach a certified copy of the SC/ST/OBC/PC 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 and excluded from the benefits or reservation for other backward class in civil post and services of Government of India. OBC certificate should not be more than one year old as on the date of application.
- An Ex-servicemen candidate has to enclose a copy of the discharge certificate, retirement/pension order and documentary proof of rank last held.
- Candidates serving in Government/Public Sector undertakings (including Banks) should produce no objection certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered.
- Domicile of Kashmir Division of Jammu & Kashmir State Certificate issued by the Competent Authority.

9. Pre-Examination Training for SC/ST/Minority/EXS candidates

It is proposed to impart free pre-examination training to a limited number of candidates belonging to SC/ST/Minority/EXS candidates at GUWAHATI. 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 candidates for attending the pre-examination training programme at the concerned Training Centre.

The candidates should download their Pre-Examination Training call letter from Bank's website www.agvbank.co.in by entering his/her details registration Number and Password/Date of Birth, between the following dates. No hard copy of the call letter will be sent by post.

Dates for downloading Pre-Examination Training Call Letter :

For Office Assistant	: From 20.01.2012 to 28.01.2012
For Officer Scale I, II & Scale III	: From 25.01.2012 to 04.02.2012

10. APPOINTMENT

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

PROBATION:

On appointment, Officers/Office Assistants (Multi Purpose) will be on probation for periods, as shown below :

Post Code 01	01 year
Post Code 02 To 09	02 years

However, the Probation period may be extended by the appointing authority as per provisions of Assam Gramin Vikash Bank Officers and Employees Service Regulations, 2010.

11. HOW TO APPLY

9. After applying on-line, the candidates should take a print out of the system generated on-line application form and retain it for future reference. They should not send this print out to the Bank, which they will have to submit at the time of interview.

Payment of Application Fee

Candidates should first download one of the Challans* as applicable to them from the Bank's website www.agvbank.co.in

*There are challans available on the bank website:

Post Code - 01 Office Assistant (Multi Purpose) : **ASSAM GRAMIN VIKASH BANK/UNITED BANK OF INDIA - Challan Form – 01**
 Post Code - 02 to 09 OFFICER SCALE-I, II and III : **ASSAM GRAMIN VIKASH BANK/UNITED BANK OF INDIA - Challan Form – 02**

Candidates can pay the fees at any of the Branches of Assam Gramin Vikash Bank or United Bank of India. After filling in the required information on the Challan they should pay the requisite fee at the respective branch of Assam Gramin Vikash Bank or United Bank of India.

Sl No	Category	Application Fees + Postage (For Post Code 01)	Application Fees + Postage (For Post Code 02 to 09)
1	SC / ST / PWD	Rs. 50.00 (Only postage)	Rs. 50.00 (Only postage)
2	All others	Rs. 250.00	Rs. 400.00

Candidates must ensure that on deposit of fee, the branch issues him a receipt which should invariably mention the undernoted items :-

1. Transaction ID
2. Branch Name
3. Branch code number
4. Date of deposit

Candidates should keep the 'Candidate's Copy' of the remitted Challan with them and produce the same at the time of the written test alongwith the above passport size photograph.

Note: Candidates will not be permitted for the Written Test without the production of this Challan and Photograph.

Application once made will not be allowed to be withdrawn and examination fee once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

GUIDELINES FOR FILLING THE APPLICATION ARE AS UNDER :

Please note that the following is the general procedure for applying ON-LINE. No other means / mode of application or incomplete application will be accepted and in such case, the application would be rejected outright.

Candidates should keep two copies of the Application printout, a copy of the printout with the recent photograph of the candidate duly pasted thereon will have to be submitted at the time of interview, the other copy may be retained for personal record of the candidate. A copy of the Challan (indicating Transaction ID) may be retained for the candidate's record. The Original Challan will have to be submitted with the call letter at the time of written examination.

The Bank takes no responsibility for any certificate/remittance sent separately by candidate.

Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.

Candidates who wish to apply for more than one post have to pay the application fees separately for each post and apply for each post separately.

Candidates uploading more than one application for a post for any reason will be treated as ineligible.

12. GENERAL INSTRUCTIONS :

Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.

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.

In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information / certificate/documents or has suppressed any material (facts), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment his / her services are liable to be terminated.

c) 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.

d) A recent passport size photograph should be firmly pasted on the Challan (Candidates copy) and should be signed across, by the candidate. Five 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.**

e) Only candidate willing to serve anywhere as per requirement of the Bank, should apply.

f) The 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 enquires shall be entertained in this behalf.

g) The Bank, may at its discretion hold re-examination wherever necessary in respect of a centre/ venue/specific post of a candidate(s).

h) 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.

i) Any request for change of address will NOT be entertained.

j) Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the courts situated in **Guwahati**. In case any dispute arises on account of interpretation of version other than English the English version will prevail

k) Candidates who wish to apply for more than one post have to pay the application fees separately for each post and apply for each post separately.

l) 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 ON-LINE well in time before the last date to avoid possible technical snags.

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.

m) Admission to written examination and further process of selection will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PWD/EXS) etc of the candidates with reference to documents.

n) Canvassing in any form will be disqualification.

13. 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 Tehsildar/ 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 subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong 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 Persons with Disabilities- 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.

14. 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 – using unfair means during the examination or impersonating or procuring impersonation by any person or misbehaving in the examination hall or taking away the question booklet (or any part thereof) / answer sheet from the examination hall or resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his /her candidature by unfair means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution shall 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 Assam Gramin Vikash 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.

15. LAST DATE FOR RECEIPT OF APPLICATIONS ONLINE :

Applications should be submitted on-line on or after 14-12-2011 but in all cases on or before 10-01-2012.

16. CALL LETTERS FOR WRITTEN EXAMINATION :

All eligible candidates should download their call letter and Information Handout from the Bank's website www.agvbank.co.in by entering his / her details registration Number and Password/Date of Birth, between the following dates. **Please note that No hard copy of the call letter will be sent by post.**

Dates for downloading Written Test Call Letter:

For Office Assistant : From 30-01-2012 to 10-02-2012
 For Officer Scale I,II and III : From 06-02-2012 to 17-02-2012

Candidate has to bring this call letter along with Original Fee Payment Challan while attending the written test.

Note: Candidates have to submit Original Fee Payment Challan along with Downloaded Call Letter while attending the written test, without which they **will not be allowed to take up the examination.**

In case of difficulty candidates may contact at the following address:-

Centre (Candidates appearing at the Centre)	The Complete Address with Phone No. & Fax No.	Centre (Candidates appearing at the Centre)	The Complete Address with Phone No. & Fax No.
Guwahati	Assam Gramin Vikash Bank, Regional Office, Rajgarh Road, Chandmari, Guwahati-781003, Ph. : 0361-2462518, Fax : 0361-2462878	Nalbari	Assam Gramin Vikash Bank, Regional Office, PNC Road, Nalbari-781335, Ph. : 03624-224751, Fax : 03624-220276
Tezpur & Lakhimpur	Assam Gramin Vikash Bank, Regional Office, Hospital Road, North Lakhimpur, Lakhimpur-787001 Ph : 03752-243754, Fax : 03752-243767	Dibrugarh	Assam Gramin Vikash Bank, Regional Office, C R Building, Milonnagar, Dibrugarh-786003, Ph: 0373-2319718, Fax : 0373-2310141
Golaghat & Jorhat	Assam Gramin Vikash Bank, Regional Office, Kushal Path, New Amolapatty, Golaghat-785621Ph: :03774-280449, Fax: :03774-283334	Silchar	Assam Gramin Vikash Bank, Regional Office, Ambicapatty, Silchar-788004Ph: : 03842-267372, Fax : 03842-267725
Kokrajhar	Assam Gramin Vikash Bank, Regional Office, Main Road, Kokrajhar-783370Ph. : 03661-276545, Fax : 03661-270558		

17. This advertisement has been displayed in the Bank's website: www.agvbank.co.in

18. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Employees of Assam Gramin Vikash Bank are also eligible to apply for the posts as aforesaid subject to fulfilling the specification stipulated.

PLACE: Guwahati
 DATE: 12-12-2011

Sd/-
CHAIRMAN