



BARODA RAJASTHAN GRAMIN BANK
(HEAD OFFICE : AJMER)
(www.brgb.co.in)

Baroda Rajasthan Gramin Bank established as per RRB Act, 1976 with 50% shareholding by Govt. of India, 35% by Bank of Baroda and 15% by Govt. of Rajasthan invites applications from Indian Citizens, for the posts in Officer Scale-I Cadre and domicile of Rajasthan for the posts in Clerk-cum-Cashier Cadre as follows :

Post Code	Post	Date of Written Examination
1	Officer Scale-I	21.02.2010
2	Clerk-cum-Cashier	28.02.2010

1. DETAILS OF VACANCIES:

Post Code	Post	NO. OF VACANCIES					OUT OF WHICH
		SC	ST	OBC	GEN	TOTAL	PWD
1	Officer Scale-I	5	3	9	17	34	1
2	Clerk-cum-Cashier	14	10	17	42	83	2

Abbreviations stand for : - SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, PWD - Persons With Disability,

NOTE:-

- As the reservation for Persons with Disability is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/OTHERS) to which they belong.
- The number of vacancies as also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.
- It is clarified that it may not be possible to employ Persons With Disability 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.

2. PAY SCALE

POST CODE-1 : Officer Scale-I

10000-470/6-12820-500/3-14320-560/7-18240

POST CODE-2 : Clerk-cum-Cashier

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

Note : Dearness Allowance (DA), City Compensatory Allowance (CCA), House Rent Allowance (HRA) and other admissible allowances will be payable, as per the rules of the Bank, depending upon the place of posting. In addition, Medical Aid, LTC/LFC & Retirement Benefits are admissible, as per the rules of the Bank.

3. ELIGIBILITY CRITERIA AND GENERAL INFORMATION:

A. NATIONALITY / CITIZENSHIP :

- Candidate must be a Citizen of India.
- The candidate should have proficiency in local language i.e. Hindi.

B. EDUCATIONAL QUALIFICATIONS (As on 01.10.2009) :

POST CODE-1

- Degree of a recognized University in any discipline or its equivalent. Knowledge of English and Local language is essential.
- Proficiency in Computer knowledge like knowledge of WINDOWS Operating System, MS OFFICE, networking etc. is desirable.

(2)

- c) Candidates with higher qualification in Computer / Accounting / Management / Engineering / Business Administration / Law / Agriculture / Veterinary Science / M.Sc. Computer Science / MCA / Chartered Accountant etc. will get preference over others.

POST CODE-2

- a) Graduate in any discipline from a recognized University or its equivalent.

OR

A Pass in Higher Secondary School examination of 10+2 or 10 + 2 + 3 pattern / 11th Std. of 11 + 3 pattern / Pre-degree or Intermediate or any equivalent examination with a minimum of 50% marks in the aggregate in case of General candidates and 45% in case of SC/ST.

OR

Diploma in Banking recognized by State or Central Government or Union Territory.

OR

Pass with minimum 60% marks in aggregate in Matriculation / SSC (old pattern) / SSLC / 10 + 2 + 3 pattern / or equivalent in case of General Category candidates and 55% in case of SC/ST.

- b) Proficiency in local language is essential. Knowledge of English is preferred.
c) Proficiency of Computer knowledge like knowledge of WINDOWS Operating System, MS OFFICE, networking etc. is desirable.

C. AGE: (As on 01.10.2009) :

Minimum: 18 Years, Maximum: 26 Years for both Post Code-1 & Post Code-2

Relaxable in case of SC/ST/OBC/PWD/Ex Service Men as per Government's Guidelines as given below :

- a) SC/ST candidates by 5 years.
b) Other Backward Class by 3 years.
c) VH/HI/OH by 10 years.
d) Ex-Serviceman: 3 years in addition to the usual period of service in the Defence forces subject to a maximum age of 50 years.
e) Widows, divorced women and women judicially separated from their husbands who have not re-married by 9 years for post Code-2.
f) All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989 by 5 years.
g) The Children/Family Members of those who died in the 1984 riots by 5 years. Persons eligible under age relaxation under this criterion must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No. F.No. 9/21/2006-IR dated 27.07.2007).
h) Relaxation in upper age limit is cumulative as per Government guidelines.

D. RESERVATION FOR PERSONS WITH DISABILITIES:

- a) The definitions of the Visually Handicapped (VH), Hearing Impaired (HI) and Orthopaedically Handicapped (OH) are as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.

Candidates with following disabilities are eligible to apply as per the definitions given in the above Act: a. Blindness, b. Low Vision, c. Hearing Impairment, d. Locomotor Disability or Cerebral Palsy.

The Visually Handicapped candidates and candidates whose writing speed is affected by cerebral palsy can use own scribe during the written examination. In all such cases where a scribe is used, the following rules will apply :

- i) The candidate will have to arrange his own scribe at his own cost.
ii) The academic qualification of the scribe should be at least one grade lower than the minimum stipulated eligibility criteria.
iii) The scribe should possess 60% or less marks in his own Academic Stream. The scribe may be from any academic stream.
iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- b) It is clarified that physically challenged candidates will have to work in branches / offices which have posts identified by the Bank, as suitable for them.

4. **Application Fees including postal charges for each post (Non-refundable) :**

S.No.	Category	Postage	Application Fees	Total
1.	SC/ST/PWD/EXS	Rs.50/-	-	Rs.50/-
2.	OBC/General	Rs.50/-	Rs.250/-	Rs.300/-

Note :

- a) Requisite application fee including postage should be paid by a single A/c payee crossed Demand Draft / Banker's Cheque issued by Baroda Rajasthan Gramin Bank or a Scheduled Commercial Bank for each post separately to be drawn as below :

"BRGB Recruitment Officers Project 2009" payable at Ajmer.

"BRGB Recruitment Clerical Project 2009" payable at Ajmer.

- b) Candidate must write his / her name, date of birth, address and post applied on the reverse side of the Bank Draft / Banker's Cheque.
- c) Payment of postage charges and application fees, by Cash / Cheques / Money Orders etc. will not be accepted.
- d) Candidates applying for both the posts should submit separate application for each post along with requisite application fees and postage charges.
- e) Application once made will not be allowed to be withdrawn and postage charges and application fees once paid will not be refunded on any account nor can it be held in reserve for any other selection process.
- f) Bank Demand Draft / Bankers Cheque must be purchased on or after the date of advertisement, but on or before the last date of submission of application.

5. **SELECTION PROCEDURE:**

Selection will be on the basis of performance in written test and Interview. The details of Written Test and Interview are as under:

A) **WRITTEN TEST:**

Post Code-1 - Officer Scale-I

- a) All eligible candidates who apply with the requisite fees and whose applications are received in time and who fulfill the eligibility criteria will be called for a Written Test comprising both objective and descriptive tests. The Objective Test consists of (i) Test of Reasoning ability (ii) Test of English language (iii) Test of quantitative Aptitude and (iv) Test of General Awareness.
- b) There will be negative marks for the wrong answers in the Objective Test. Candidates will have to pass in each of the Objective Test separately.
- c) Descriptive Test - It will consist of 5 compulsory questions, with internal options, to assess the candidate's knowledge about Socio-Economic Developments and Communication Skills. Marks secured in the descriptive test shall be reckoned only for qualifying purpose and shall not carry any weightage.
- d) Candidates shall have the option to refer the Tests Paper either in English or Hindi.
- e) Depending upon the number of vacancies, only those candidates who rank sufficiently high in the Written Test will be called for Interview. Mere eligibility / pass in the written test shall not vest any right in a candidate for being called for interview.
- f) Final selection will be on the basis of the ranking accorded after adding the marks obtained in the Written Test and Interview.
- g) Other detailed information regarding the written examination i.e. no. of questions, duration etc. will be given in the "Acquaint Yourself" booklet which will be made available to the candidate alongwith the call-letter.

Post Code-2 - Clerk-cum-Cashier

- a) All eligible candidates who apply with the requisite fees and whose application are received in time and who fulfill the eligibility criteria will be called for a Written Test comprising both objective and descriptive tests. The Objective Test consists of (i) Test of Reasoning ability (ii) Test of English language (iii) Test of Numerical Ability and (iv) Test of Clerical Aptitude.
- b) There will be negative marks for the wrong answers in the Objective Test. Candidates will have to pass in each of the Objective Test separately.
- c) Descriptive Test - It will consist of 5 compulsory questions, with internal options, to assess the candidate's knowledge about Socio-Economic Developments and Communication Skills. Marks secured in the descriptive test shall be reckoned only for qualifying purpose and shall not carry any weightage.
- d) Candidates shall have the option to refer the Tests Paper either in English or Hindi.

- e) Depending upon the number of vacancies, only those candidates who rank sufficiently high in the Written Test will be called for Interview. Mere eligibility / pass in the written test shall not vest any right in a candidate for being called for interview.
- f) Final selection will be on the basis of the ranking accorded after adding the marks obtained in the Written Test and Interview.
- g) Other detailed information regarding the written examination i.e. no. of questions, duration etc. will be given in the "Acquaint Yourself" booklet which will be made available to the candidate alongwith the call-letter.

The Written Test is proposed at the following Centres in Rajasthan and the address of the venue will be advised in the call letters :

Ajmer, Bhilwara, Sawaimadhopur, Churu

Note:

The Bank may depending upon number of applications received decide to add or delete any of the Centres for Written Test.

B) 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.

**6. PRE-EXAMINATION TRAINING (For both posts) :-
(FOR SC/ST/PWD/ MINORITY COMMUNITY CANDIDATES ONLY):**

It is proposed to impart Pre-Examination Training to a limited number of candidates belonging to Scheduled Caste/Scheduled Tribes/Person with Disability/Minority Communities at **Ajmer** centre at the discretion of the Bank. An eligible candidate who wishes to avail of Pre-Examination Training should fill in the relevant column in the APPLICATION. **All expenses regarding travelling, boarding, lodging etc. will be borne by the candidate for attending the pre-examination training programme at the concerned Centre.**

7. HOW TO APPLY

- a) All eligible candidates should apply in the prescribed Application Format given at the end of this advertisement accompanied by prescribed fees and postage charges and it should reach on or before the last date for receipt of applications. Applications received after the last date will not be considered.
- b) If a candidate is eligible and desires to apply for more than one post, he / she should make separate application for each of the posts which he / she wishes to apply for alongwith separate application fee for each of the posts.
- c) A candidate must fill the application form in CAPITAL LETTERS in his / her own handwriting.
- d) Application should be in A-4 size paper (11.69" x 8.27") and should be strictly as per the format and should contain no correction / alteration / over writings. Certified copies of the following shall be enclosed to the application -
 - i. Caste - tribe / community / disability / defence service certificate in case of candidates belonging to SC/ST/PWD/EXS.
 - ii. Class X Certificate / Mark list containing date of birth.
 - iii. Zerox copies of educational qualifications certificate.
- e) Application complete in all respects should be sent **only by ordinary post** on the following Post Box Nos.:

S.N.	Post	Address
1	For Officers	Post Box No.7731, Borivali (West), Mumbai-400092
2	For Clerk-cum-Cashiers	Post Box No.8591, Kandivali (East), Mumbai-400101

- f) The envelopes in which the applications are sent should be superscribed "APPLICATION FOR THE POST OF OFFICER SCALE-I / CLERK-CUM-CASHIER", as the case may be.

8. IMPORTANT GENERAL INSTRUCTIONS :-

- a) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- b) Candidate should send only one application in one envelope.
- c) Candidates who apply for more than one post must send separate applications for each post accompanied by separate fee and separate certified copies of required certificates in separate envelopes.
- d) Only candidates willing to serve anywhere in the Bank should apply.

- e) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. The decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents 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 by the BANK/IBPS in this behalf.
- f) Candidates belonging to SC/ST/OBC/PWD category must submit attested photocopy of SC/ST/OBC/PWD certificate, issued by the Competent Authority in the prescribed format as prescribed by the Government of India. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate should not be more than one year old as on the date of application.
- g) An application not accompanied by requisite application fee and / or postage, relevant certificate(s) - where necessary, or not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- h) The Bank takes no responsibility to co-relate any certificate / remittance sent separately.
- i) PWD candidates claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 in support of their disability.
- j) The candidates will have to appear for written test and interview at their own expenses and risks and the Bank will not be responsible for any injury / losses etc. of any nature.
- k) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre / venue of a candidate(s).
- l) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered. **Advance copy of the application alongwith the original Demand Draft may be sent to the addressee within the stipulated time, by Ordinary Post and not through Courier / Speed Post / Registered Post.**
- m) Only certified true copies of all certificates should be sent by the candidate alongwith the application. However candidates have to produce all the ORIGINAL CERTIFICATE / DOCUMENTS regarding educational qualification, age proof, caste certificate etc., in support of their eligibility at the time of INTERVIEW failing which their candidature will be cancelled.
- n) Any request for change of address will not be entertained.
- o) Reserved Category candidates may also apply against vacancies in general categories.
- p) No candidate is permitted to use calculator, mobile or any such instruments during the written examinations.
- q) A recent, recognizable passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph & signature across it, the application will be rejected. 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 complete. Failure to produce the same photograph at the time of the written test/interview may lead to disqualification.
- r) Canvassing in any form will be a disqualification.
- s) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Ajmer.

9. 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 Stipendary 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.
- b) FOR PERSONS 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 locomotors / cerebral / visual / hearing disability as the case may be.

10. 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 Rajasthan Gramin Bank.
- c) For termination of service, if he / she has already joined the Bank.

The Bank would be analysing 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.

11. LAST DATE FOR RECEIPT OF APPLICATIONS :

Applications complete in all respects should reach on or before **28.12.2009**

An application received after last date will not be entertained.

The Bank will not be responsible for loss of application in transit or for rejection of application because of non-receipt of application on or before the stipulated last date.

12. CALL LETTERS FOR THE WRITTEN TEST:

All eligible candidates will be issued call-letters at the correspondence address given by them in their application form which will be sent by ordinary post. An eligible candidate for the post of Officer who does not receive the call letter by **15.02.2010** and in respect of Clerk-cum-Cashier by **22.02.2010** should contact at the following address with details of his / her name, address, Xerox copy of the application form for each post, details of Demand Draft etc. for obtaining duplicate call letters. Duplicate call letters will be issued on **20.02.2010** for the post of Officer and on **27.02.2010** for the post of Clerk-cum-Cashier at Bank's Head Office at following address:

<p>BARODA RAJASTHAN GRAMIN BANK HEAD OFFICE, CITI PLAZA, FIRST FLOOR, VAISHALI NAGAR, AJMER - 305 004 PHONE 0145 - 2642621 FAX 0145 - 2642603</p>
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13. APPLICATION FORMAT

The format of the application may be downloaded from Bank's Website - www.brgb.co.in

Place : Ajmer
Date : 10.11.2009

CHAIRMAN