



Baroda Gujarat Gramin Bank

Head Office : 2nd Floor, Sky Line Building,
Near Shital Guest House, Old N.H.No.8,
BHARUCH : 392 002 (Gujarat)
Phone No.02642-247991-994,
Fax No.02642--247997
e-mail : ho@barodagujaratrrb.co.in
website : www.bggb.in

Baroda Gujarat Gramin Bank invites applications from Indian citizens, for the post of Office Assistant (Multipurpose), Officer Scale –I and Officer Scale-II and from Indian citizens who have been declared qualified at the Online CWE for RRBs conducted by IBPS during September/October,2014

Payment of Application Fees	19.05.2015 to 03.06.2015
Opening date for Online Registration	19.05.2015
Last Date for Online Registration	03.06.2015

A. DETAILS OF VACANCIES:

Sr. No	Post	SC	ST	OBC	GEN	TOTAL	Out of Which			
							PWD (Out of Which)			EXS
							VI	HI	OC	
1	Office Assistant (Multipurpose)	07	04	25	38	74	-	01	01	11
2	Officer Scale-I	05	-	01	07	13	-	-	-	-
3	Officer Scale-II (General Banking Officer)	-	-	1	2	03	-	-	-	-

NOTE : The number of vacancies in Un-Reserved Category and also the number of Reserved Category are **PROVISIONAL** and may vary according to the actual requirement of the Bank.

Abbreviations stand for :

SC	Scheduled Caste	GEN	General Category	HI	Hearing Impaired
ST	Scheduled Tribe	PWD	Persons with Disability	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXS	Ex-Serviceman

B. SCALE OF PAY:

Office Assistant : 7200- $\frac{400}{3}$ - 8400 – $\frac{500}{3}$ – 9900- $\frac{600}{4}$ 12300 – $\frac{700}{7}$ – 17200- $\frac{1300}{1}$ - 18500- $\frac{800}{1}$ - 19300

Officer Scale-I : 14500 - $\frac{600}{7}$ - 18700 – $\frac{700}{2}$ – 20100 – $\frac{800}{7}$ - 25700

Officer Scale-II : 19400 - $\frac{700}{1}$ - 20100 – $\frac{800}{10}$ - 28100

C. EMOLUMENTS:

Office Assistant (Multipurpose) -Rs.15,631/-, Officer Scale I - Rs.31,407/- and Officer Scale II - Rs.42,020/- inclusive of D.A, H.R.A at prevailing rate depending on the place of posting, Medical Aid, LTC, Gratuity etc. will be admissible as per rules of the bank.

D. PROBATION PERIOD:

Office Assistant (Multipurpose) : Selected candidates will be on probation for a period of **One** year which may be extended by the Appointing Authority for a period not exceeding Six months if work /conduct of the candidate is not found satisfactory.

Officer Scale-I & II : Selected candidates will be on probation for a period of **Two** years which may be extended by the Appointing Authority for a period not exceeding one year if work /conduct of the candidate is not found satisfactory.

Note: It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved category provided they fulfill the eligibility criteria laid down for Unreserved category.

Eligibility Criteria is to be considered as per RRBs CWE-III Advertisement published in Employment News/Rozgar Samachar Issue Dated 28th June – 4th July, 2014 released by IBPS and posted on the IBPS's website www.ibps.in.

E. ELIGIBILITY CRITERIA

A candidate must be either –

i) a Citizen of India or ii) subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over 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) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Age (As on 01-06-2014)

For Office Assistant (Multipurpose) - Between 18 years and 28 years i.e. candidates should have not been born earlier than 02.06.1986 and later than 01.06.1996 (both dates inclusive)

For Officer Scale- I- Above 18 years - Below 28 years i.e. candidates should not have been born earlier than 03.06.1986 and later than 31.05.1996 (both dates inclusive)

For Officer Scale- II- Above 21 years - Below 32 years i.e. candidates should not have been born earlier than 03.06.1982 and later than 31.05.1993 (both dates inclusive)

The maximum age limit specified is applicable to General Category Candidates

Sr.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4 a.	Ex-Servicemen/ Disabled Ex-Servicemen	(for the post of Office Assistants) actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
4 b.	In the case of Ex- servicemen commissioned officers, including ECOs/ SSCOs, 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 the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, subject to ceiling as per Government guidelines	(for the post of Officers) 5 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	(only for the post of Office Assistants) 9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years

NOTE:

- (i) **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above at Sr. Nos. 3 to 7 in the above Table.**
- (ii) The maximum age limit specified is applicable to General Category candidates.
- (iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview conducted by a particulars RRB, if called by the RRB.**

Caste/Category Certificate issued by competent authority in the prescribed format as stipulated by Govt. of India in case of SC/ST/OBC/PWD category candidates.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in civil Post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form

Caste name mentioned in certificate should tally letter by letter with Central Government list/notification.

- (iv) Ex-Servicemen candidates who have already secured employment under the Central Government 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 Government. However, such candidates will not be eligible for **the benefit of reservation** for Ex-Servicemen in Central Government jobs.
- (v) An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose for further employment on the civil side ceases.
- (vi) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment **one year** before the completion of the specified term of engagement (from the last date of application) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

Definition of Persons With Disabilities

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original in support of their claim at the time of Interview. Persons With Disabilities will have to work in Branches/ Offices as identified by the respective RRB.

Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (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 in angle of 20 degrees or worse.

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 of execution of a task with appropriate assistive device.

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.

Orthopaedically Challenged (OC)

Only those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R and or L)

MW - Muscular weakness and limited physical endurance

DEFINITION OF EX-SERVICEMEN (EXSM) (Applicable for the post of Office Assistant (Multipurpose)

- i. **Ex-Servicemen (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.10.1986 as amended from time to time.
- ii. **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 Disabled Ex-Servicemen (DISXS).
- iii. **Dependents of 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 hostiles 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.

The relaxation in upper age limit and in educational qualifications is not available to Dependents of Servicemen killed in action.

Note: The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f.15.11.1986.

Important: - Govt. Guidelines regarding Definitions, relaxation etc. are subject to change from time to time.

EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on 01-06-2014)

Note : All educational qualifications should be from a recognized university/ Board

Post	Educational Qualification	Experience
Office Assistant (Multipurpose)	Degree in any discipline from a recognized University or its equivalent (a) Essential: Proficiency in local language * i.e Gujarati (b) Desirable: Knowledge of Computer skills.	---
Officer Scale-I	i. Degree in any discipline from a recognized University or its equivalent Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy; ii. Proficiency in local language * i.e Gujarati iii Computer knowledge or awareness will be an added qualification.	----
Officer Scale-II (General Banking Officer)	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 Cooperation, Information Technology, Management, Law, Economics and Accountancy	Two years as an Officer in a Bank or Financial Institution.

Language Proficiency *The candidates applying for the posts of Officer Scale-I and Office Assistant (Multipurpose) are required to possess proficiency in the local language of the “Gujarat” to be eligible for Interview. For ensuring proficiency in local language, the candidate should have –

- a. Local language at 10th Std level
OR
- b. Native language at 10th Std Level
OR
- c. Local language at any level above 10th Std and upto graduation level

F. PRE- REQUISITE QUALIFICATIONS

Candidates who have been declared qualified in the RRBs-Online CWE conducted by IBPS in September/ October 2014 should have obtained the following scores as given below.

For Office Assistant

Name of the Test	Qualifying Score	
	SC/ ST/ SC-PWD/ ST-PWD/ SC-EXS/ ST-EXS	OBC/ GEN/ OBC-PWD/ GEN-PWD/ OBC-EXS/ GEN-EXS
Reasoning	13 & above	18 & above
Numerical Ability	17 & above	22 & above
General Awareness	10 & above	13 & above
English Language	13 & above	17 & above
Hindi Language	19 & above	23 & above
Computer Knowledge	16 & above	20 & above
Cut offs on Total Weighted Score	70 & above	80 & above

For Officer Scale-I

Name of the Test	Qualifying Score	
	SC/ ST/ SC-PWD/ ST-PWD	OBC/ GEN/ OBC-PWD/ GEN-PWD
Reasoning	13 & above	17 & above
Quantitative Aptitude	7 & above	11 & above
General Awareness	6 & above	9 & above
English Language	7 & above	11 & above
Hindi Language	14 & above	17 & above
Computer Knowledge	10 & above	13 & above
Cut offs on Total Weighted Score	70 & above	80 & above

For Officer Scale-II (GBO)

Name of the Test	Qualifying Score	
	SC/ ST/ SC-PWD/ ST-PWD	OBC/ GEN/ OBC-PWD/ GEN-PWD
Reasoning	8 & above	12 & above
Quantitative Aptitude & Data Interpretation	4 & above	7 & above
Financial Awareness	4 & above	6 & above
English Language	8 & above	12 & above
Hindi Language	13 & above	17 & above
Computer Knowledge	12 & above	15 & above
Cut offs on Total Weighted Score	70 & above	80 & above

G APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :**Officers**

- Rs. 20/- for SC/ST/PWD candidates.
- Rs.100/- for all others

Office Assistant (Multipurpose)

- Rs. 20/- for SC/ST/PWD/EXSM candidates.
- Rs.100/- for all others

Requisite Application Fee may be paid through CBS at any of the Branches of **Bank of Baroda** by means of a Payment challan (as applicable to them for the post applied for) available in the **Bank's website www.bggb.in**

NOTE:

1. The payment towards application fee can be made through CBS from any of the Branches of **Bank of Baroda**.
2. The payment towards application fee through CBS can be made between **19.05.2015 and 03.06.2015**.
3. The CBS fee payment challan contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan must be retained with the candidate after the necessary details such as Transaction ID, Branch Code etc. are filled in by the bank official.
4. Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

H. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:**(a) For SC/ST/OBC:**

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional 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 Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

I. SELECTION PROCEDURE:

- **For Office Assistant (Multipurpose):-** Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
- **For Officer Scale-I:-** Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
- **For Officer Scale-II (General Banking Officer):-** Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.

J. PERSONAL INTERVIEW: Depending on the number of vacancies, Bank will call from among who have applied to bank, the number, equivalent to three times the number of vacancies short-listed based on their **Total Weighted Scores (TWS)**. Remaining applicants, if any will not receive an interview call from the Bank.

The total marks for Interview will be 30 . The minimum qualifying marks for the interview will be 40% (35% for SC/ST candidates)

K. INTERVIEW CENTRE:

The Interview will be held at the **Bharuch** centre and the complete address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

Note: Bank reserves the right to cancel the centre and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

L. GENERAL INSTRUCTIONS

- (a) Before applying for any of the mentioned post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of 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 on this behalf.

Mere admission to the Online RRB CWE III and/ or passing the test and being invited by the Bank for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Online CWE and have been called for interview.

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), 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.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "UR" or "UR Persons with Disabilities" as applicable. **OBC Certificates in the format as prescribed by the Govt. of India** and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently (i.e., issued on or after **01/04/2015** should be submitted at the time of Interview.

- (c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for interview at their own expense. However, unemployed eligible **SC/ST** outstation candidates attending the Interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc of any nature during their travel time.
- (f) Only candidate willing to serve anywhere in the operational area of the bank **should apply**.
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bharuch.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a Centre / Venue/specific post of a candidate(s).
- (k) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (l) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority, in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- (m) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of 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 interview may lead to disqualification.
- (n) Selected candidates in Office Assistant (Multipurpose) & Officer Scale-I and Scale-II cadre will have to execute service Indemnity Bond at the time of joining the bank that in the event of their leaving the services of the bank before their confirmation (i.e during probation period) in bank's services, they will have to deposit the bond amount as under.

Office Assistant (Multipurpose) : Rs.1,00,000/- (Rupees One Lac only)

Officer Scale-I & Scale-II : Rs.2,00,000/- (Rupees Two Lac only)

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 or should not suppress any material information while filling up the application form.

At the time of interview, if a candidate is (or has been) found guilty of

- i. using unfair means during the selection process or
- ii. impersonating or procuring impersonation by any person or
- iii. misbehaving in the interview venue or taking away any documents from the venue or
- iv. resorting to any irregular or improper means in connection with his/her candidature by selection or
- v. obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

M. HOW TO APPLY

- (i) **Candidates are required to apply online through Bank's website www.bggb.in. No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for RRBs- CWE III conducted in September/October 2014) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website www.bggb.in and click on the link "Recruitment".
- (iv) Thereafter, open the Recruitment Notification.
 - the candidate should take a printout of the fee payment challan
 - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
 - Candidates can pay application fees including postal charges in any of the branches of Bank of Baroda in the account number specified and printed on the payment Challan only.
 - Go to the nearest Bank of Baroda Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in **CBS Account Nos. 09910200001106 for Officer Scale-I & II and CBS A/c No. 09910200001107 for Office Assistant (Multipurpose)**
- (v) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly authenticated by the Bank with (a) **Branch Name & code No**, (b) **Transaction Id/Scroll number** (c) **Date of Deposit & amount** filled by the Branch Official.
- (vi) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website www.bggb.in **All the fields in the online Application format should be filled up carefully.**
- (vii) Carefully fill in the details such as fee payment details from the CBS Challan in the Online Application Form.
- (viii) Candidates cannot edit their application after submission.
- (ix) **Original fee payment receipt i.e CBS challan will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan the candidate will not be allowed to appear in the Interview.** Candidates are also advised to keep a photocopy of the fee payment challan with them.
- (x) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan) TO THE BANK AT THIS STAGE.**
- (xi) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- (xii) **The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.**

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Interview** along with copies of required documents mentioned below:

1. Printout of the online application submitted.
2. Mark sheet in support of **Local language / Native Language** for posts of Officer Scale I and Office Assistants (Multipurpose).
3. Attested copy of School leaving certificate or any other document as proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof.
8. Any other relevant document

If selected for interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

N. CALL LETTERS FOR THE INTERVIEW

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/ courier.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter, Original Fee Payment Challan and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

Date : 08.05.2015
Place : Bharuch

Chairman
Baroda Gujarat Gramin Bank