



Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

Advertisement No. :- 03 / UBGB / 2010

Application are invited for appointment in Officer Scale I in Uttar Bihar Gramin Bank.

01. LAST DATE FOR RECEIPT OF APPLICATION :: 06.03.2010
02. DATE OF WRITTEN EXAMINATION :: 16.05.2010
03. VACANCIES ::

| Schedule Caste * | Schedule Tribe* | Other Backward Class * | General | TOTAL | Out of which | |
|------------------|-----------------|------------------------|---------|-------|--------------|-----|
| | | | | | PWD | EXS |
| 13 | 06 | 23 | 46 | 88 | 03 | 09 |

Note:- Abbreviation stands for : **PWD – Persons with Disability, EXS – Ex-Serviceman.**
*(Estimated subject to change as per Government of India guidelines)

04. ELIGIBILITY CRITERIA ::

A. NATIONALITY / CITIZENSHIP ::

A candidate must be either (i) a citizen of India, OR (ii) a subject of Nepal, OR (iii) 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 to Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate of belonging to categories (ii) (iii) & (v) above shall be a person in whose favour a certificate of eligibility is necessary may be admitted to examination / interview conducted by the bank but on final selection the offer of appointment may be given only after the necessary **eligibility certificates has been issued to him by the Government of India.** The recruitment is on all India basis.

Age (as on 31.03.2010)

Minimum 18 years - Maximum 26 years.

Relaxation in upper age limit ::

| SN | Category | Age relaxation |
|----|---|--|
| 01 | Scheduled Caste /scheduled Tribe Candidates | 05 years |
| 02 | Other Backward Class candidates | 03 years |
| 03 | In the case of ex-service commissioned Officers, including ECOs/SSCOs, who 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) otherwise 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. | 03 years in addition to the actual period of service rendered in Defense Services subject to a maximum of 50 years. |
| 04 | Widows, Divorced women & judicially separated from their husbands & who are not remarried (subject to maximum age limit of 35 years for General and 40 years for SC/ST candidates) | 09 years |
| 05 | Physically challenged category candidates | 10 years |

Note ::

01. The relaxation in upper age limit is cumulative as per Government of India guidelines.

02. 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.

03. Above relaxations are available only if the candidates fulfill 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 Community Certificate.

Definition :: Persons with disability (PWD)**Definition of categories of disabilities : -**

a) An Orthopaedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by 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 characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, or infant period of development.

b) Deaf & Hearing Impaired (HI): the deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech.

c) Visually impaired : (VI) The Visually Impaired persons are those suffering from blindness or low vision.

Blindness – refers to a condition where a person suffers from any of the following conditions (i) total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Person with low vision –means a person with impairment of visual functioning even after treatment 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.

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

The candidates will have to arrange his/her own scribe : -

(i) at his /her own cost.

(ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.

(iii) The scribe can be from any academic discipline. The scribe should possess less marks than the candidates and not more than 60% marks in his own academic stream.

(iv) 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.

(v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

05. EDUCATIONAL QUALIFICATION [As on 31.03.2010]

- A degree from any recognized University in any discipline or its equivalent.
 - ✓ Proficiency in local language as may be laid down by the Board.
 - ✓ Knowledge of English is preferred.
 - ✓ Preference will be given to candidates who are Computer Literates in MS DOS, MS Word, MS Excel, Networking etc.

06. APPLICATION FEE INCLUDING POSTAL CHARGES (NON REFUNDABLE) ::

For SC/ST Candidates :: **Rs.75/- for each post**
For all others :: **Rs.300/- for each post**

Note:

- a) Requisite application fee must be paid only by means of Account Payee crossed Bank Pay Order/Bank Demand Draft issued by a Scheduled Bank payable at MUZAFFARPUR in favour of “Uttar Bihar Gramin Bank – RECRUITMENT PROJECT 2010.”
- b) Bank Demand Draft/ Bank Pay Order must be purchased on or after the date of advertisement but on or before the last date for receipt of application.
- c) Payment by Cash/Cheque/Money Order/IPO etc. will not be accepted
- d) Candidates should write his/her name and address on the reverse of the Demand Draft/Pay Order.
- d) Application once made will not be allowed to be withdrawn and fee and postage charges once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

07. SELECTION PROCEDURE ::

The selection of the candidates shall be made on the basis of written test and interview. All the eligible candidates who apply with the requisite fee and whose application are received in time will be called for written test which will comprise the following : -

| SN | Objective tests | No. of qs. | Max. Marks | Duration |
|----|-------------------------------|------------|------------|----------------|
| 1 | Test of Reasoning Ability | 50 | 50 | 150 Minutes |
| 2 | Test of English Language | 50 | 50 | |
| 3 | Test of Quantitative Aptitude | 50 | 50 | |
| 4 | Test of General Awareness | 50 | 50 | |

Note ::

- a) Candidates must obtain 35% marks (30% for SC/ST) in each test.
 - b) Total marks obtained in all papers by the candidates will be minified treating aggregate marks as 60 for the purpose of preparing merit list after written examination.
- Marks obtained in the written test will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those candidates who ranked sufficiently higher in the written test will be called for interview in the ratio of 1: 4. Mere eligibility /pass in the test shall not vest any right for being called for interview. Maximum marks for interview will be 40 and candidates must obtain minimum 50% (For SC/ST 45%) marks in interview. Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the written test and interview. The detailed information regarding the written test be given in the “Acquaint yourself” booklet which will be sent to the candidates alongwith the call letter for written examination.

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

08. WRITTEN TEST ::

(i) The written test for the post of Officer Scale I will be held on Sunday, **16.05.2010**

(ii) The date of examination is tentative. The exact date will be communicated to the candidates through call letter for the examination or through website of the Bank or through Local Newspapers. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.

(iii) The written test will be scheduled at the following centers and the address of the venue will be advised in the call letter

| Centre code No. | Name of center |
|-----------------|--------------------|
| 11 | MUZAFFARPUR |
| 12 | PURNEA |
| 13 | SIWAN |

The Bank, however, reserves the right to cancel any of the centers and /or add other centers, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate any center other than the one he/she has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

09. PROBATION ::

| | |
|---------------------|---------|
| For Officer Scale I | 02 Year |
|---------------------|---------|

Pre-examination Training for SC/ST/Minority/XS candidates

It is proposed to impart free pre-examination training to SC/ST/Minority/XS candidates at MUZAFFARPUR. The training center may also be changed at the discretion of the Bank. An eligible candidates who wishes to avail pre-examination training should fill in the relevant column in the application format. All expenses regarding traveling boarding, lodging etc. will be borne by the candidate for attending the pre-examination training programme at the concerned Training centre.

10. PAY SCALE :: **Rs. 10000-470/6-12820-500/3-14320-560/7-18240.**

Note :: Other allowances, DA, HRA ,Medical ,LFC facility & perquisites will be admissible as per the rules of the Bank.

12. HOW TO APPLY ::

- a) All eligible candidates should apply in the prescribed Application Format given at the end of this advertisement to reach on or before the last date for receipt of application. Applications received after the last date will not be considered.
- b) A candidate must fill the application form in CAPITAL LETTERS in his/her own handwriting.
- c) Application should be in A-4 size paper (11.69” X 8.27”) and should be **strictly as per the format** and 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 candidates belonging to SC/ST/OBC/PWD/ExS.
 - ii) Class X certificate /mark list containing date of birth.
 - iii) Xerox copies of educational qualifications certificate.
- d) Application complete in all respects should be sent only by Ordinary Post to the following Address:-

Post Box No. 11815
Kharodi Post Office
Malad [West]
MUMBAI – 400 095

Each application in the format given at the end of this advertisement accompanied by prescribed fee and copies of required attested certificates must be sent by ordinary post only in a cover super scribed “**Application for the post of Officer Scale I Recruitment Project - 2010 and choice of centre for written examination Centre Code Uttar Bihar Gramin Bank.....**”

LAST DATE FOR RECIEPT OF APPLICATION :: Application complete in all respect should reach at the above post box on or before **06.03.2010**. **An application received after last date will not be entertained.**

13. CALL LETTERS FOR WRITTEN EXAMINATION ::

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 ordinary post. An eligible candidate who do not receive the call letter by **10.05.2010** should contact at the following address with details of his /her name, address, xerox copy of the application form, details of Demand Draft etc. for obtaining duplicate call letters. Duplicate call letters will be issued between 10.30 AM to 2.30 PM at the following address between **11.05.2010 to 15.05.2010**.

Address with phone of Head Office & FAX No. ::

| |
|--|
| Senior Manager [HRD] Uttar Bihar Gramin Bank Head Office, Kalambagh Chowk, Sharma Complex, MUZAFFARPUR – 842 001, Bihar Phone No. :: 0621 2265095.Fax No.2242265 |
|--|

14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT ::

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/ testimonials.

At the time of written examination/ interview, (i) If a candidate is found guilty of using unfair means during the test, or (ii) impersonating or procuring impersonation by any person, or (iii) misbehaving in the examination hall or taking away the question booklet, answer sheet from the examination hall, (iv) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or (v) obtaining support of his/her candidature by any means, such a candidate in addition to rendering him/ her liable to criminal prosecution, a) be disqualified

from the examination/ interview for which he/she is a candidate, b) be debarred, either permanently or for a specific period from any examination or selection held by the Bank.

Note: *The Bank would be analyzing the response of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/her candidature.*

15. GENERAL INSTRUCTIONS ::

(a) Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

(b) As the applications are to be processed by a Computerized system, it is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled and contains no correction/alteration/overwriting.

(c) A candidate must fill the application form in CAPITAL LETTERS IN HIS/HER OWN HANDWRITING and should use as far as possible any international forms of Indian numerals.

(d) 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 for which he/ she has applied. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms.

(e) Candidates seeking relaxation in fee/age must enclose a certified copy of the certificate in support of his/her claim and should not send original certificate or testimonials.

(f) 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.

(g) An application not accompanied by a relevant certificate/s where necessary, or requisite fee or not in a prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.

(h) A recent passport size photograph should be firmly pasted on the application and should be signed across, by the candidate. 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 completed. Failure to produce the same photograph at the time of written test and interview, may lead to disqualifications.

(i) Candidates serving in Government/Public Sector undertakings (including Banks) should send their application through proper channel.

(j) The above candidates should also produce “No Objection Certificate” from their employer, at the time of interview, in the absence of which their candidature will not be considered. Advance copy of the application along with the original Bank Demand Draft/Bank Pay Order may be sent to the above address, within the last date for receipt of application.

(k) **Only candidates willing to serve anywhere should apply.** The Bank, at present, is operating in EIGHTEEN districts namely Arariya, West Champaran, East Champaran, Saran, Darbhanga, Gopalganj, Vaishali, Madhubani, Madhepura, Purnea, Saharsa, Sitamarhi, Sheohar, Supaul, Siwan, Katihar, Kishanganj, Muzaffarpur in the State of Bihar.

(l) 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 in this behalf.

(m) Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue or a candidate(s).

(n) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorised person/institution.

(o) Only certified true copies of all certificates should be sent by the candidate along with the application.

(q) Any request for change of address will not be entertained.

(r) Each application must be accompanied by :

i) Certified copies of Secondary School Certificate/School leaving Certificate or any other documentary proof of age.

ii) Certified copies of Marks sheet (year wise) showing specifically the subjects studied and Certificate/s in support of educational qualification viz. SSLC/HSC/Graduate degree, Post graduation degree, Professional/research qualification etc.

iii) A candidate belonging to SC/ST/OBC/PWD category should attach a certified copy of certificate in this behalf.

iv) Certified copy of SC/ST/OBC/PWD certificate issued by 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 excluded from the benefits of 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.

v) Bank Demand Draft/Bank Pay Order payable at MUZAFFARPUR in favour of Uttar Bihar Gramin Bank – RECRUITMENT PROJECT 2010.

(s) Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the courts situated at Muzaffarpur.

(t) Bank takes no responsibility for any certificate/remittance sent separately by candidates.

(u) No candidate is permitted to use MOBILES calculator, telephones, pagers 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. SC/ST/OBC candidates shall submit Caste Certificate issued by Competent officials authorised as per Govt. of INDIA.

(v) Candidates in their own interest are advised to submit their applications well in time before the last date to avoid possible delay in postal transit. Applications received after the last date will be rejected. This advertisement alongwith the application format is also displayed in the Bank's Website :: www.ubgb.in

(w) Appointment of selected candidates subject to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service and Conduct Rules of the Bank.

Competent Authority for issue of certificate to SC/ST/OBC/PWD is as under :

a) For SC/ST/OBC – District Magistrate /Additional District Magistrate /Collector /Deputy Commissioner /Additional Dy. Commissioner /Dy Collector /Sub-Division Magistrate /Taluka 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 disability –the Competent Authority to issue Disability certificate shall be a Medical Board duly constituted by the Central or State Government. The central /State Government may constitute Medical Boards consisting of at least 03 members out of which one shall be a specialist in the particular field for assessing locomotor /cerebral /visual/ hearing disability as the case may be.

Note:- **Employees of Uttar Bihar Gramin Bank are also eligible to apply for the posts as aforesaid subject to fulfilling the specification stipulated.**

Place :- Muzaffarpur

Date :: 06.02.2010

CHAIRMAN

b) Are you seeking age relaxation?

Yes No

If yes, provide the details ::

6. Details of application fee ::

| Name and address of the issuing Bank | Name and address of the drawee Bank | Date of issue | DD/Bank pay Order No. | Amount (Rs.) |
|--------------------------------------|-------------------------------------|---------------|-----------------------|--------------|
| | | | | |

Fee must be paid only by means of Bank Demand Drafts/Bank Pay Orders drawn in favour of "Uttar Bihar Gramin Bank Recruitment PROJECT 2010" payable at **Muzaffarpur**. They are to be crossed "A/c Payee only". Fee is Rs.300/- for General candidates including OBC & Ex-Servicemen and Rs.75/- for SC/ST and Person with Disability category. Payment by cash, cheques, Postal Stamps, Money Order etc. will not be accepted and such applications will be rejected)

7. CONTACT /TELEPHONE NO. (with STD Code) :: _____

8. FAX _____ E-mail :: _____ Mobile No. :: _____

9. Gender (Mark '√' in the appropriate box)

Male Female

10. Are you a PWD ? (Mark '√' in the appropriate box) Yes No

11. a) Are you an Ex-serviceman ? (Mark 'X' in the appropriate Box) Yes No

b) In case of Ex-serviceman /commissioned officer /Police Officer/Other equivalents, specify.

Date of Discharge ::

Rank at present /last held ::

A) Action w.e.f.....

B) Substantive w.e.f.....

12. FATHER'S /HUSBAND'S NAME (IN BLOCK LETTERS)

| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

13. NATIONALITY ::

14. PLACE OF BIRTH ::

Place :: _____ District :: _____ State :: _____

18. Particulars of Post Qualification Experience including the Present Occupation/Job (As on the date of application)

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

19. Language known ::

| SN | Language | Read * | Write * | Speak * |
|----|----------|--------|---------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* Mark '√' in the appropriate box.

20. If you are a candidate belonging to SC/ST/Community, do you require pre-test training :

Yes No

21. Before mailing application please check that you have correctly mentioned : -

- a) The Centre name/Centre Code where you wish to appear at.
- b) Category/Sub category and have enclosed copies of necessary certificates for SC/ST/OBC/ Person.
- c) Details regarding fee and Bank Demand Draft/ Bank Pay order is enclosed.
- e) Address for correspondence.
- f) Details for claiming relaxation in age and the relevant certificate is enclosed.

Contd. on page 05

D E C L A R A T I O N

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that the Bank has the right to transfer me to any of the branch/office.

I agree that any legal proceedings in respect of any matter(s) claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at MUZAFFARPUR and Courts/Tribunals/Forums at MUZAFFARPUR only shall have sole and exclusive jurisdiction to try the cause/dispute.

I undertake to abide by all the terms and conditions mentioned in the advertisement No. _____ dated _____ given by the Bank.

Place ::

Date ::

SIGNATURE OF CANDIDATE