



**MADHYANCHAL GRAMIN BANK**  
(A Joint Venture of Govt. of India, State Bank of India and  
State Govt. of M.P.)

Head Office - Poddar Colony  
Tili Road, Saugor (M.P.)  
Phone 07582-237071  
Fax No. 07582 – 236008  
Pincode – 470 001.

**RECRUITMENT FOR THE POST OF OFFICE ASSISTANT (MULTIPURPOSE)**

**DETAIL OF DOCUMENT**

Please bring all your Educational Certificates / Character Certificates etc. as indicated in para 2(a) & (b) & (c). Your final posting order will be issued after complying with the following formalities:-

2. (a) You are required to produce the originals of your Certificates/Degree and mark-sheets relating to Matriculation/HSSC Examination. Intermediate Examination/Graduation and Post Graduation Examination (for every year/every semester/every part) etc. In case Graduation Degree/Certificates is not issued by university, you must bring provisional Degree/Certificates for verification and return. Please note that the name appearing on Mark-sheet(s) and certificate(s) of all other examinations should necessarily tally with the name appearing on mark-sheet relating to Matriculation/HSSC/SSC examinations. The mark-sheet(s) and certificate(s) with such discrepancies will not be accepted.

(b) Proficiency in Hindi (Local Language) is essential.

**(c) Please also bring with you the under-noted certificates/papers –**

i) Domicile Certificate from a competent authority.

ii) If you belong to reserve category, please bring Caste Certificate of Competent Authority as per Bank recruitment advertisement.

a. if you belong to OBC category you must bring 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., certificate issued on or after **01.04.2016** should be submitted at the time of reporting).

b. If you belong to PWD (**Persons with Disabilities**) category you must bring disability certificate issued by competent authority i.e. 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 Orthopedics, ENT or Ophthalmology, as the case may be.

iii) 02 Character Certificates, from two Gazetted Officers who are not related to you.

iv) Relieving and discharge certificates from your employer(s) if you are already in service else-where.

v) Please also bring photo copies of the above certificates for our record.

vi) Please also bring your three latest (Not more than 6 month old) passport size photographs.

vii) Please also bring completely filled attached Bio-data verification form. (4 copies).

3. Please bring Medical Examination Report by District Hospital's Civil Surgeon in sealed envelop.

In this connection, please note that:-

a) Doctor's fees/charges for medical examination reports are to be borne by you.

b) No traveling expenses or halting or conveyance charges will be paid by the Bank.

4. A declaration as regard to your present employment if any, is to be submitted by you.

**5. Please also bring the duly executed indemnity bond for Rs. 50,000/- (Rs. Fifty thousands only) the bond should be properly witnessed and notarized and should be supported with by attested photo IDs and address proofs of surety and witnesses.**

6. Your appointment will be subject to your complying with/completing all the requisite formalities to the entire satisfaction of the Bank. The appointment may be withheld/terminated :-

- a) If the Medical Examination Report is not satisfactory / or requires further consultation.
- b) If the reports of the concerned referees/Police/District Authorities regarding your Character and antecedents are not satisfactory.
- c) The appointment is provisional and is subject to the Caste/Tribe being verified through proper channels and if the verification reveals the certificate to be false, the services will be terminated forthwith without assigning any further reasons and necessary action will be taken under the provision of Indian Penal Code for production of such false certificate.

7. Notwithstanding whatever may have been stated in your application/bio-data form, you are required to report for completion of above formalities at Head Office on the date mentioned in against your name in the list, failing which it will be presumed that you are now not interested in the offer and the offer will be deemed to have lapsed. On completion of all the above formalities, you will finally be issued appointment letter for reporting to our any Office or Branch.

8. Please note that you will have to bear your own expenses for traveling etc. for reporting at this office or the place of posting mentioned.

रोल नंबर :

पद :

नाम :

पिता/पति का नाम :

संलग्नक किये जाने वाले दस्तावेजों की सूची

क्रं.	संलग्नक का विवरण	संलग्न किया	संलग्न नहीं किया
1	पूर्ण रूप से भरा हुआ बायोडाटा सह-सत्यापन फार्म (04 प्रतियों में)		
2	जिला अस्पताल के सिविल सर्जन द्वारा जारी मेडीकल परीक्षण रिपोर्ट		
3	नोटराईज्ड क्षतिपूरक बाण्ड जमानतदार/गवाह एवं अभ्यर्थी द्वारा विधिवत् हस्ताक्षरित मूल प्रति		
4	जमानतदार एवं गवाहों की फोटो आई.डी. एवं पता के साक्ष्य की सत्यापित छायाप्रतियां		
5	आई.बी.पी.एस. RRB-CWE-V-2016 स्कोर कार्ड <b>TWSS (Total Weighted Standard Score)</b> की प्रिंट प्रति, जिसके आधार पर आपने आवेदन किया है ।		
6	आई.बी.पी.एस. RRB-CWE-V-2016 हेतु किया गया आवेदन पत्र		
7	फोटो परिचय प्रमाण पत्र		
8	आयु का साक्ष्य (प्रमाण पत्र का नाम)		
9	कक्षा 10वीं की अंक तालिका		
10	कक्षा 12वीं या इंटरमीडिएट की अंक तालिका		
11	कक्षा 12वीं या इंटरमीडिएट का प्रमाण पत्र		
12	स्नातक अंक तालिका (कृपया स्पष्ट रूप से उल्लेख करें जैसे- बी.ए./बी.एस.सी.)		
13	स्नातक डिग्री प्रमाण पत्र		
14	स्नातकोत्तर अंक तालिका (कृपया स्पष्ट रूप से उल्लेख करें जैसे- एम.ए./एम.एस.सी.)		
15	स्नातकोत्तर डिग्री प्रमाण पत्र		
16	दो चरित्र प्रमाण पत्र		
17	कम्प्यूटर दक्षता प्रमाण पत्र		
18	अनुसूचित जाति/जनजाति/अन्य पिछड़ा वर्ग/भूतपूर्व सैनिक/विकलांगता प्रमाण पत्र (जैसा लागू हो)		
19	निवास प्रमाण पत्र		
20	अनुभव प्रमाण पत्र (यदि लागू हो तो)		
21	वर्तमान नियोजक से अनापत्ति प्रमाण पत्र (यदि लागू हों )		
22	विमुक्ति प्रमाण पत्र (यदि लागू हो तो)		
23	अन्य योग्यतायें (कृपया स्पष्ट रूप से उल्लेख करें)		
	पाठ्यक्रम संबंधी अन्य गतिविधियों से संबंधित प्रमाण पत्र (कृपया स्पष्ट रूप से उल्लेख करें )		
<b>यथोचित के सामने सही √ का निशान लगावें ।</b>			

दिनांक :

स्थान :

अभ्यर्थी के हस्ताक्षर