

**Notes:**

All selected candidates, listed above are advised to download the file attached to this document and keep original documents along with a photocopy of Certificates and Testimonials duly self attested, as per the checklist for submission to the bank. Selection is provisional subject to fulfilling verification of all original documents and other terms laid down by the bank from time to time.

**Candidates are advised to submit documents on the date mentioned against their name.**

**CHECK LIST FOR THE SUBMISSION OF DOCUMENTS/ CERTIFICATES**

1. Bond.
  - a. 50000/- for General Category candidate (Male).
  - b. 25000/- for Reserved category & Female candidates.  
Indemnity Bond **duly notarized**, stamped Rs.300/-, duly executed (by other than family member as Surety)  
**Income proof** of Surety is mandatory.
2. Certificates.
  - a. Secondary Mark Sheet.
  - b. Secondary Certificate.
  - c. Higher Secondary Mark Sheet.
  - d. Higher Secondary Certificate.
  - e. Graduation Mark Sheet.
  - f. Graduation Certificate.
  - g. Post graduation Mark Sheet.
  - h. Post Graduation Certificate.
  - i. Birth Certificate.
3. Caste Certificate – SC/ST/OBC
4. In case of OBC non creamy layer Certificate.
5. No objection Certificate from previous employers with good character Certificate.
6. Four Passport size photographs. (Uploaded by the candidate in the online application).
7. In case of PC – Physically handicap Certificate as per norms.
8. Gujarati subject passing certificate in standard VIII or any level above standard VIII in Govt. recognized Board/school etc. (For Office Assistant & Officer Scale-I)
9. Photo ID & Residence Proof.
10. Two Character Certificate.
11. Scale II/III candidate are advised to attach experience certificate.
12. **System Generated Online Application form for CRP CWE-VII**
13. Ex-servicemen Service Book.
14. **Police Verification report from respective authority.**
15. Code of Conduct

- **SC/ST/OBC/PWD certificates will be allowed strictly in the format mentioned in IBPS website.**

**ANNEXURE - A**

The Chairman  
Saurashtra Gramin Bank  
Head Office  
RAJKOT

Dear Sir,

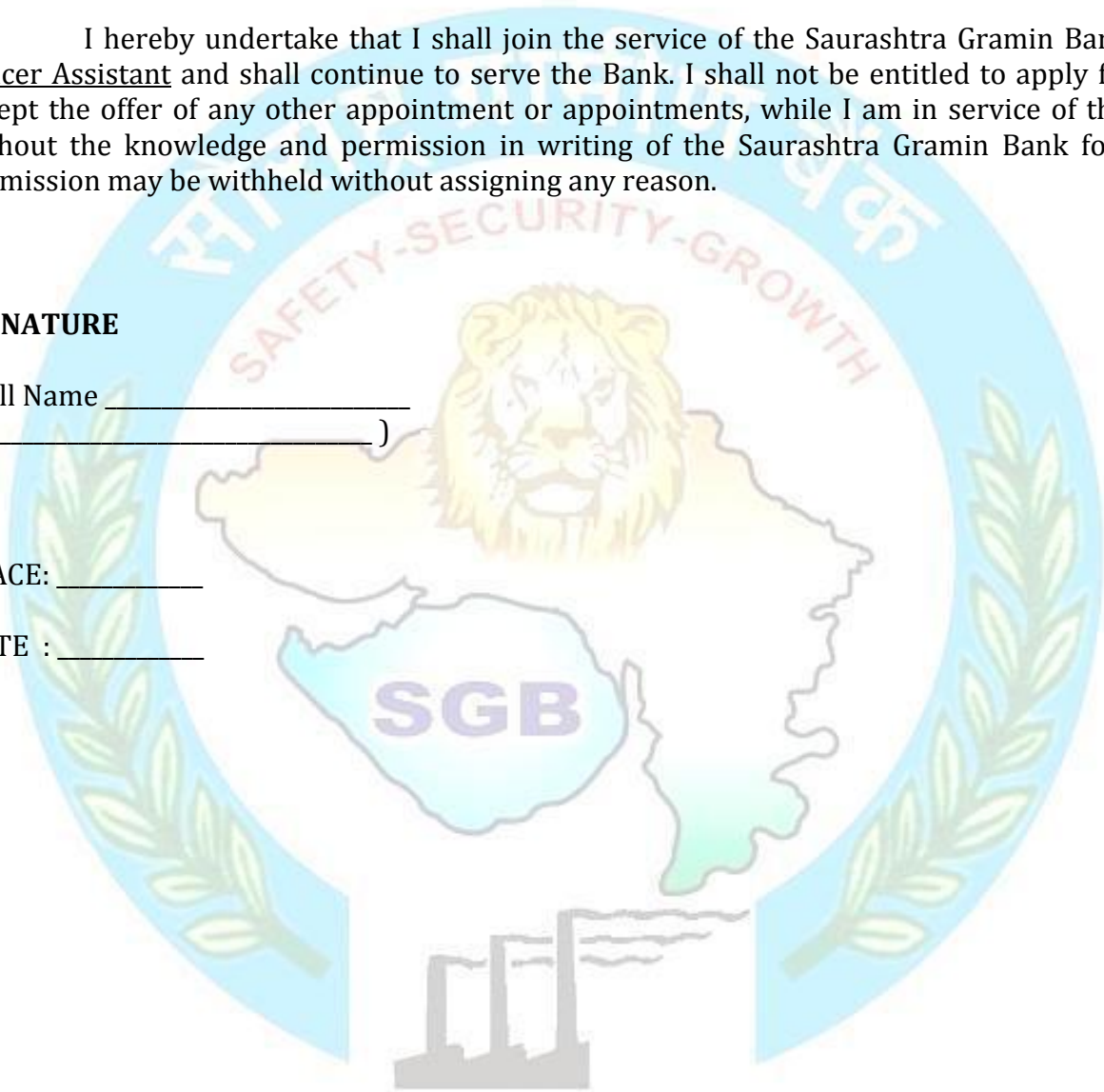
I hereby undertake that I shall join the service of the Saurashtra Gramin Bank as an Officer Assistant and shall continue to serve the Bank. I shall not be entitled to apply for or to accept the offer of any other appointment or appointments, while I am in service of the Bank, without the knowledge and permission in writing of the Saurashtra Gramin Bank for which permission may be withheld without assigning any reason.

**SIGNATURE**

(Full Name \_\_\_\_\_  
\_\_\_\_\_ )

PLACE: \_\_\_\_\_

DATE : \_\_\_\_\_



**APPENDIX - II**  
(See Regulation)

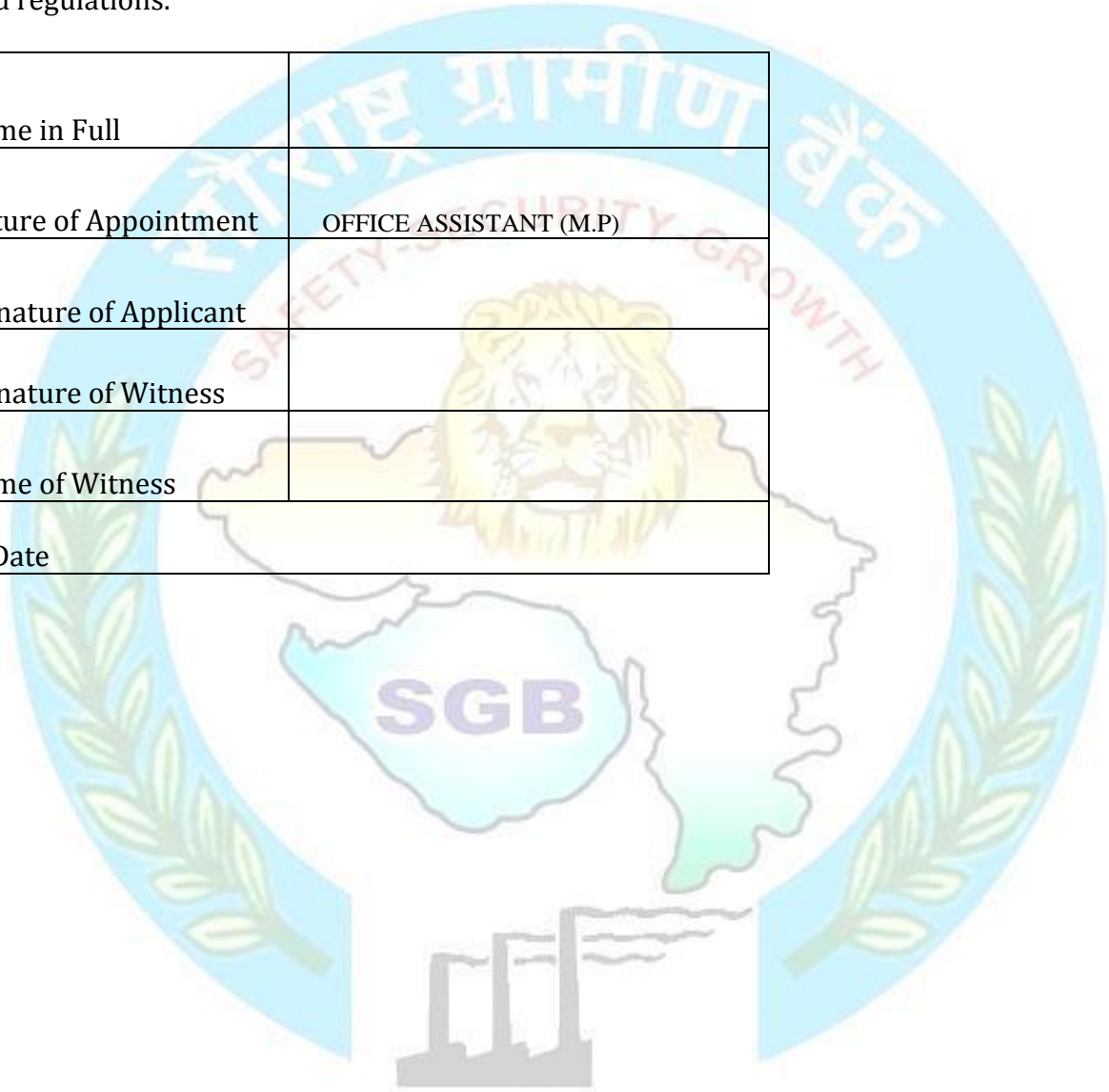
**FORM - A**

Declaration to be bound by  
The (Staff) Service Regulation

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

I hereby declare that I have read and understood the Saurashtra Gramin Bank (Employees & Officers) Staff Service Regulations 2010 and I hereby subscribe and agree to be bound by the said regulations.

Name in Full	
Nature of Appointment	OFFICE ASSISTANT (M.P)
Signature of Applicant	
Signature of Witness	
Name of Witness	
Date	



**SCHEDULE-II**  
(see regulation 18)

**DECLARATION OF FIDELITY & SECRECY**

I, \_\_\_\_\_ do hereby declare that I will faithfully, truly and to the best of my skill execute and perform the duties required of me as an officer or employee of the Saurashtra Gramin Bank and which properly relate the office or position held by me in the bank

I further declare that I will not divulge or allow to be divulged to any person not legally entitled there to any information relating to the affairs of the bank or to the affairs of any person having any dealing with the bank and nor I will allow any such person to inspect or have access to any books or documents or electronic record belonging to or in possession of the bank and relation to the business of the bank or the business of any person having any dealing with bank.

Name in Full	
Nature of Appointment	OFFICE ASSISTANT (M.P)
Signature of the Applicant	
Date	
Signed before me	
Name of Witness	
Signature	
Designation (if any)	
Address of Witness	



**SCHEDULE-III**  
(see regulation 73)

**DECLARATION OF DOMICILE**

PLACE: \_\_\_\_\_

DATE : \_\_\_\_\_

I, the undersigned entering in the service of the Saurashtra Gramin Bank, hereby declare  
\_\_\_\_\_ in \_\_\_\_\_ as my Place of Domicile.

(Place)

(District)

\* 2. The above is my place of birth.

OR

The above is not my place of birth, but has been declared as my place of domicile, for the reasons  
given below:--

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE

: \_\_\_\_\_

NAME IN FULL

: \_\_\_\_\_

DESIGNATION

: OFFICE ASSISTANT (M.P)

\* **Strike out whichever is not applicable.**





**SCHEDULE-I**  
[see regulation 5(4)(ii)]

**DECLARATION TO BE OBTAINED FROM NEW ENTRANTS TO**  
**Saurashtra Gramin Bank's SERVICE**

I, Shri/Smt./Kumari\_\_\_\_\_D/O/S/O  
\_\_\_\_\_ declare as under :

- (a) That I am unmarried / a widower / a widow.
- (b) That I am married and have only one spouse living.
- (c) That I have entered in to a contracted marriage with a person having a Spouse living. Application for grant of exemption is enclosed.
- (d) That I have entered into a contracted marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

DATE : \_\_\_\_\_  
PLACE : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

\* **Note : Please delete clause / clauses not applicable.**



## FORM - D

Dated at \_\_\_\_\_ on \_\_\_\_\_

I, the undersigned \_\_\_\_\_ daughter/ son of Shri \_\_\_\_\_ hereby declare that I am now entering the services of the Saurashtra Gramin Bank on probation and that I shall continue to serve the Bank in that capacity unless and until I have been formally placed on the permanent staff and as such probationer, my services, in accordance with the Bank's Rules of Service and pay for the staff, for which I am to receive remuneration at the rate of Rs. \_\_\_\_\_ (Basic x 12) per annum, can at any time, without assigning any reason, be immediately terminated at the Bank's pleasure, on payment of salary up to the date of such termination only. I further declare that I am not an undercharged bankrupt, nor have I am at any time, been adjudicated insolvent or suspended payment or been convicted by a criminal court of an offence involving moral turpitude.

\_\_\_\_\_  
(Signature of Applicant)



**IDENTITY SLIP**

**Photo of  
Candidate**

Full Name and Present Postal Address	
Designation	
Father's Name	
Mother's Name	
Whether S.C. / S.T.	
Identification Mark	
Date of Birth	
Place of Birth	
Date of Joining	
Academic Qualification	
Previous Experience (with details)	
Special qualification(if any)	
Original Residence	
Permanent Address	
Nearest Telephone Number (EXCEPT SELF)	
Present Salary Grade	Rs.
Whether married or single	
Name & Age of Spouse	
Number of dependent Sons with age of each	
Number of dependents Daughters with age of each	
Number of dependent parents	
Number of unmarried and dependent sisters with age of each	
Total Dependents including the employee(in units)*	
Mobile No.	(1) (2)
Email Address	
PLACE : _____	
DATE : _____	SIGNATURE: _____

\* **Dependents up to the age of ten years are to be taken as half units and over that age as one for the purpose of calculating the total dependent units.**



## **RULES OF CONDUCT**

### **1. An employee of the Bank may not:--**

- (i) Borrow money from or in any way place himself under a pecuniary obligation to a broker or money-lender or a subordinate employee of the Bank or any firm or person having dealings with the Bank.
- (ii) Buy or sell stocks, shares or securities of any description without funds to meet the full cost in the cases of a purchase of scrip for delivery in the cases of a sale.
- (iii) Book debts at a race meeting ;
- (iv) Lend money in his private capacity to a constituent of the Bank or have personal dealings with a constituent in the purchase or sale of bills of exchange, Govt. paper or any other securities.
- (v) Except with the permission of the Head –Office guarantee in his private capacity the pecuniary obligation of another person or agree to indemnify in such capacity another person from loss ;
- (vi) Act as agent for in insurance company otherwise than as agent for or on behalf of the Bank ;
- (vii) Be connected with the formation or management of a joint stock company ;  
OR
- (viii) Engage in any other commercial business or pursuit either on his own account or as agent for another or other.

Provided that nothing in the rules laid down in this paragraph shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such securities as he may wish to buy.

2. An employee guilty or infringing any of the provisions of paragraph 1, will render himself liable to dismissal from the service.
3. An employee of the Bank may not take an active part in politics or in any political demonstrations nor may be an employee accept office on a municipal council or other public body without the prior sanction of the Bank.
4. All employees must maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents. Every employee must sign a declaration of fidelity and secrecy at the time of his appointment in the Bank's service in the form prescribed for the purpose.
5. An employee accepting from a constituent of the Bank a gift other than of fruit or flowers will, unless the permission of the Bank has been previously obtained, be liable to dismissal from the service.
6. An employee may not overdraw his account with the Bank, whether against security or otherwise, without the authority of the Head Office.
7. Branch Managers who becomes aware that an employee at his branch is in debt should at once bring the matter to the notice of the Head Office and say whether he considers it desirable or not to retain him in the service.

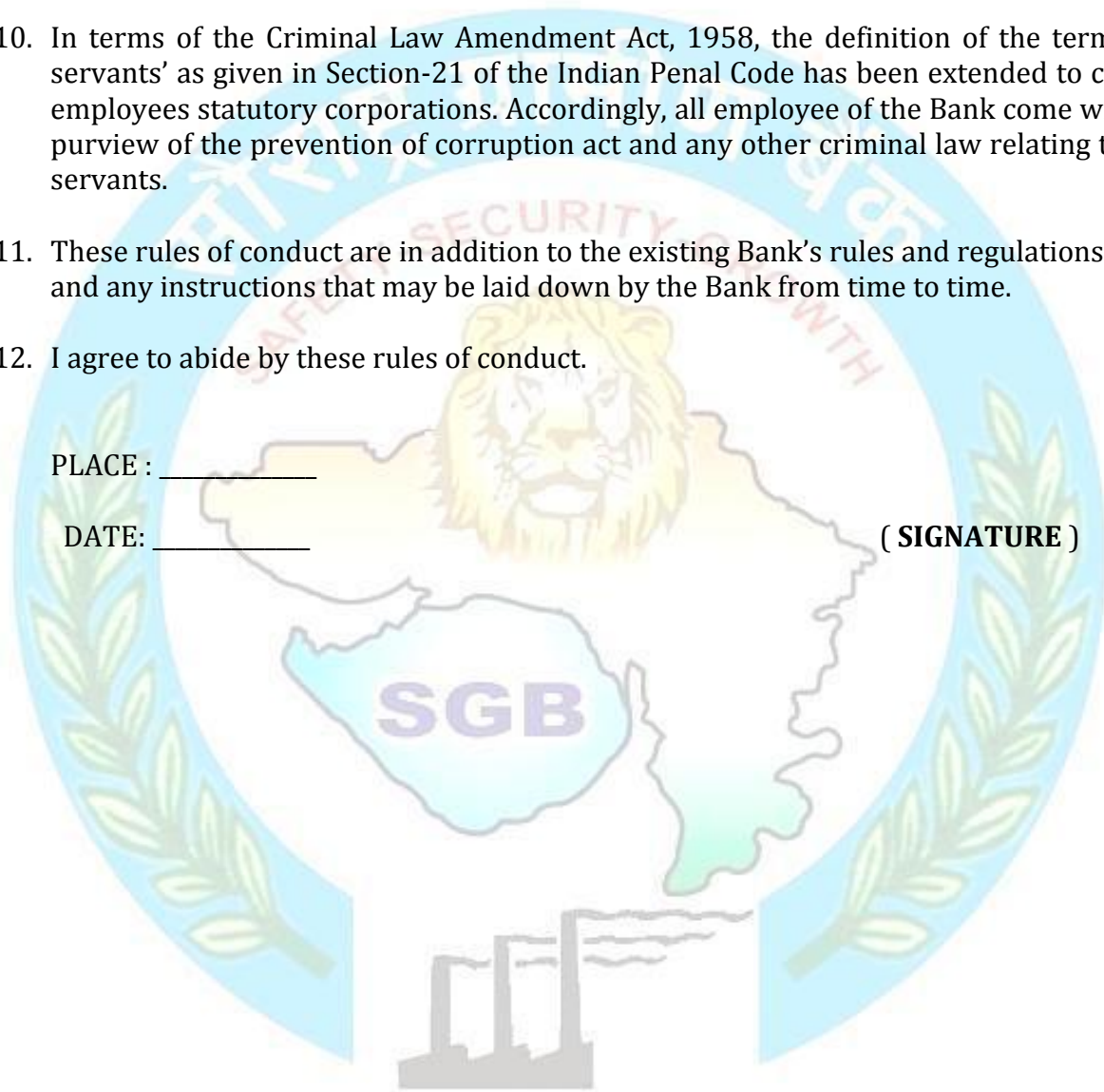
( SIGNATURE )

8. Employees are forbidden to make personal representations to the Directors of the Bank. Breach of this order will be severally dealt with. Employee at branches who desire to appeal on any matter to higher authority than their Branch Manager must do so by addressing the Head Office through the Branch Manager of their branch. Only whom the Branch Manager refuses or neglects to forward an appeal may it be preferred to the Head Office direct.
9. An employee desires of applying for an appointment elsewhere or for the post in a higher capacity in the Bank itself (if permissible) should forward his application through the Branch Manager of the branch.
10. In terms of the Criminal Law Amendment Act, 1958, the definition of the term 'public servants' as given in Section-21 of the Indian Penal Code has been extended to cover the employees statutory corporations. Accordingly, all employee of the Bank come within the purview of the prevention of corruption act and any other criminal law relating to public servants.
11. These rules of conduct are in addition to the existing Bank's rules and regulations in force and any instructions that may be laid down by the Bank from time to time.
12. I agree to abide by these rules of conduct.

PLACE : \_\_\_\_\_

DATE: \_\_\_\_\_

( SIGNATURE )



RS.300/-  
STAMPED

### **INDEMNITY BOND WITH SURETY**

This Indemnity is made and executed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2018 by Shri \_\_\_\_\_ S/o. Shri \_\_\_\_\_ a permanent resident of \_\_\_\_\_ hereinafter called "Employee", the party of the first part, and Shri \_\_\_\_\_ (NAME OF SURETY) S/o Shri \_\_\_\_\_ a permanent resident of \_\_\_\_\_ (ADDRESS OF SURETY) hereinafter called "Surety", the party of the second part, in favor Saurashtra Gramin Bank, a body corporate constituted under the RRB Act, 1976, having its Head Office at Tagor Road, Wing-2, First floor, LIC Jeevan Prakash Building Rajkot-360001 hereinafter called "Employer Bank".

The terms 'Employee', 'Surety' and the 'Employer Bank' unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors and administrators. Whereas the employee has been selected for appointment as an **Office Assistant** in the service of the Employer Bank.

Whereas an Offer of appointment containing the terms and conditions of the appointment has already been issued to the Employee vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ of the Employer Bank.

Whereas the acceptance of the terms and conditions of the appointment has already been communicated to the employer bank on \_\_\_\_\_ by the employee.

Whereas one of the terms and conditions of the appointment is the Employee has to serve the Employer Bank viz. Saurashtra Gramin Bank for a minimum period of probation after appointment, has to execute an indemnity with surety in favor of Employer Bank.

#### **NOW THIS INDENTURE WITNESSETH AS UNDER :**

1. In compliance of the aforesaid condition in Offer of Appointment subject to which the Employer Bank has agreed to give appointment to the candidate, the Employee hereby undertakes to serve the Employer Bank for a minimum period of probation.

2. The party of the second part i.e. \_\_\_\_\_ (NAME OF SURETY) agrees to stand as Surety for the due performance of the obligation of the Employee under this agreement of indemnity. In case of breach of the terms of this indemnity by the Employee and failure to indemnify the Bank, the Surety shall be jointly and severally liable to pay the aforesaid amount of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) to Employer-Bank with interest at the rate as specified above immediately on demand. (Rs.50000/- for General Category & Rs.25000/- for SC/ST/OBC/WOMEN/PH/EX) This amount is in addition to the Notice pay payable as per SGB Staff Service Regulation-2010.

3. The Employee further agrees and undertakes that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and /or neglects in performance of the duty assigned to him leading to termination of his/her service as per rules/regulations by the Employer-Bank for all losses, costs, charges and expenses up to extent of Rs. \_\_\_\_\_ and

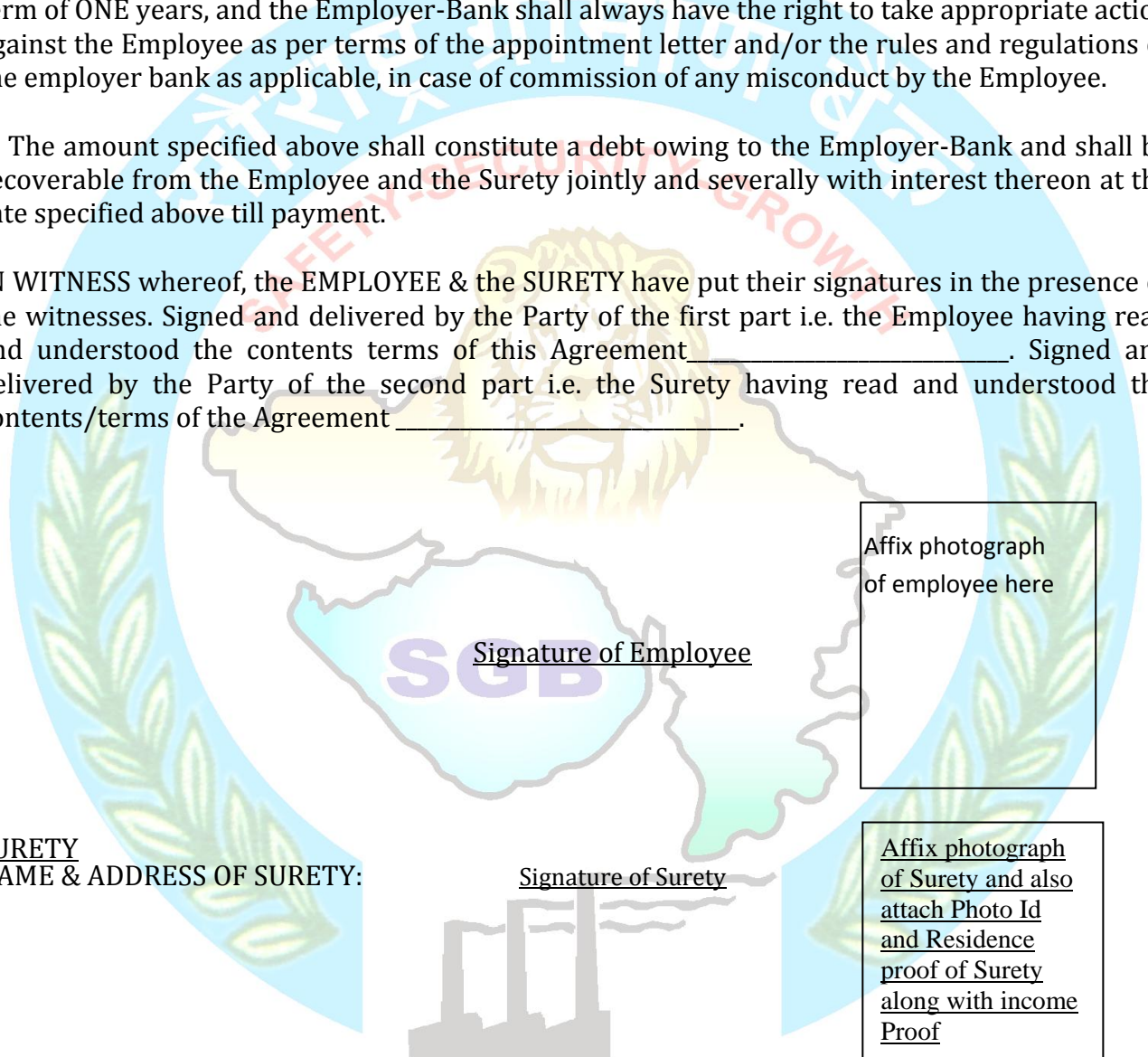


pay an amount of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) only with the interest thereon @ 12% per annum from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the expenses which the bank has incurred/may have to incur in recruiting another employee at his/her place, and also on account of business loss suffered/to be suffered by Employer-Bank during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as Rs. \_\_\_\_\_ are reasonable, which they both agree to pay jointly and severally in case demand is made by the employer bank.

4. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favor of the Employee to continue in the service of Employer Bank for the aforesaid term of ONE years, and the Employer-Bank shall always have the right to take appropriate action against the Employee as per terms of the appointment letter and/or the rules and regulations of the employer bank as applicable, in case of commission of any misconduct by the Employee.

5. The amount specified above shall constitute a debt owing to the Employer-Bank and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate specified above till payment.

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses. Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents terms of this Agreement \_\_\_\_\_. Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of the Agreement \_\_\_\_\_.



Signature of Employee

Affix photograph of employee here

SURETY  
NAME & ADDRESS OF SURETY:

Signature of Surety



Affix photograph of Surety and also attach Photo Id and Residence proof of Surety along with income Proof

WITNESS:  
NAME & ADDRESS OF WITNESS:

Signature of Witness



**CODE OF CONDUCT FOR EMPLOYEES IN THE BANK**  
**WHILE USING INTERNET OR SOCIAL MEDIA**

- I. No employee of the Bank shall establish/ form/ promote any group/community on any internet site which uses the name or logo of The Bank /RRB or shall become member of any such group or community unless such group is expressly created or permitted by the Bank.
- II. If any employee of the Bank is creating any social network profile, he/ she should create such profile in his/ her real name and shall neither create any profile by using any ID otherwise than his/ her real name nor use the business email address on personal blogs or public social networking sites.
- III. No employee shall write/ express anything in any internet site or social media that may damage the reputation of the Bank or any of its employees.
- IV. No employee shall post, forward, upload or express any remarks/ views on any internet site or social media or share a link of any content on social media which may be defamatory, indecent, abusive, discriminatory or derogatory to the Bank or its officials/ employees in their official capacity.
- V. No employee should criticize the management of the Bank or the business processes or strategies of the Bank or policies of the Bank on any internet site or social media.
- VI. No employee shall discuss, disclose, post, forward, upload or share any content related to any colleagues, competitors, customers, suppliers or other third parties including their personal details on any internet site or social media without their prior consent.
- VII. No employee shall post, forward, upload or share any such information on social media which may result into breach of intellectual property rights.
- VIII. No employee shall without express authority use the name of the Bank while expressing any views in any of the internet sites/ social media.
- IX. No employee shall engage in collusive behaviour on any internet site or social media, with Bank's competitors or employees.
- X. No employee shall canvass for any donation, lottery or third-party marketing/business promotional activities/ affairs on any internet site or social media.
- XI. No employee of the Bank without obtaining prior written approval from his /her controller:
  - a) Shall express/ forward any view on any internet site or social media about the working of the Bank or the business of the Bank or generally about the Bank or any of its officials.
  - b) Shall express/ forward any views or opinion on behalf of the Bank or by using his/ her official position in the Bank
  - c) Shall publish/ forward any official information/ circulars/ memorandum/ documents etc. which are of the record of the Bank.

( SIGNATURE )

- XII. No employee shall link from personal sites to any of his RRB/Bank-hosted websites, blogs, or social media sites, including business sites written by employees.
- XIII. No employees shall write about, comment on, or answer questions regarding any legal matter, litigation, or party to a lawsuit involving his Bank/RRB.
- XIV. No employee shall forward, upload, post or share any link to chain mail or junk mail on social media.
- XV. Employees shall use the social media sites judiciously in personal capacity. Use of social media & internet websites during office hours should complement/ support the current role assigned and not interfere with office duties/ commitments.
- XVI. Every employee shall be personally responsible for the content he or she publishes/forwards in any form on social media.
- XVII. No employee shall have the expectation of privacy while using the Bank's blogs, social media sites or Internet system.

Place:  
Date:

(Signature)

Name:  
P.F. Index No.



**CODE OF CONDUCT FOR STAFF**  
**FOR EXPRESSING VIEWS IN SOCIAL MEDIA**

**ACKNOWLEDGMENT**

This is to acknowledge that I have read and understood the provisions of the Code of Conduct for Employees of Bank for expressing views on social media which is circulated vide e-circular No. PER/32 dated 01.08.2018.

2. I shall comply with the above Code of Conduct when using social media. I understand and affirm that any act in contravention/ violation of the provisions of Code of Conduct on my part shall be construed as a misconduct and shall amount to disciplinary proceeding against me under appropriate Service Rules as deemed fit by the Bank.

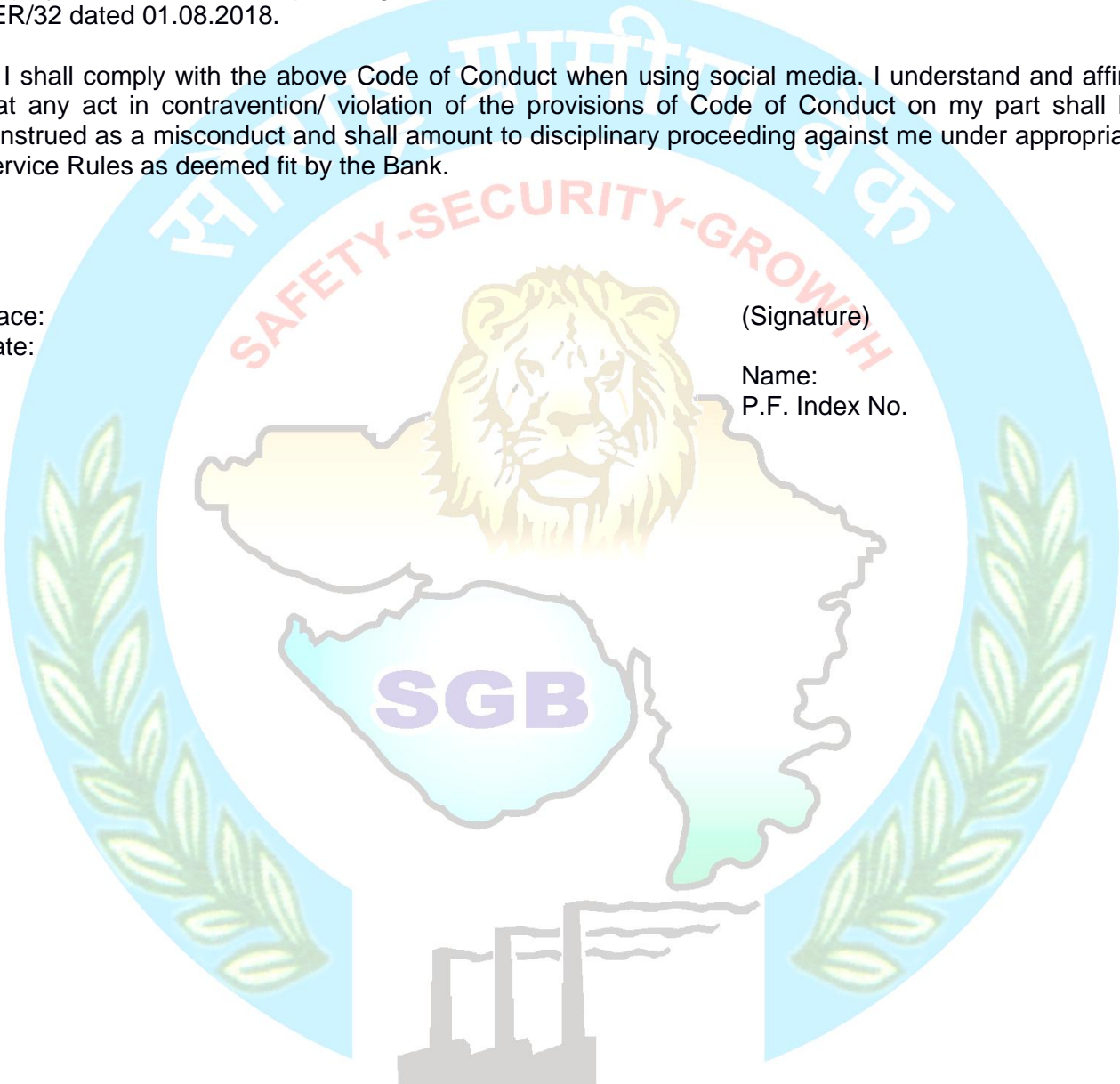
Place:

Date:

(Signature)

Name:

P.F. Index No.



**DECLARATION**  
**FOR ANY JOBS APPLIED BEFORE JOINING**

I hereby declare that, I have already applied to following jobs/ services before joining to Saurashtra Gramin Bank.

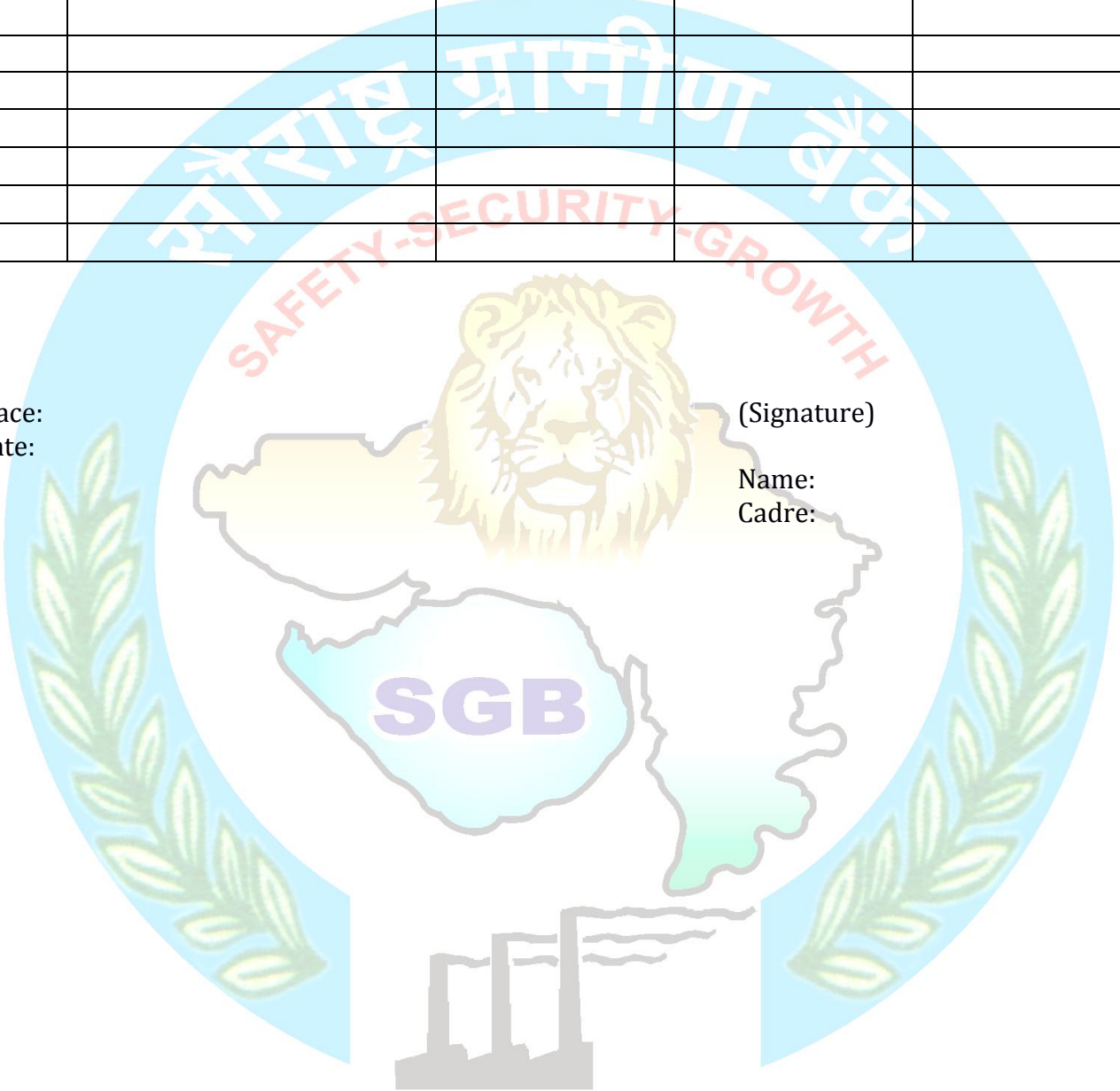
Sr No	Job/ Service Applied	Adv No.	Registration No.	Date applied

Place:  
Date:

(Signature)

Name:

Cadre:





The Chairman,  
Saurashtra Gramin Bank,  
Head Office,  
Rajkot.

1. I hereby declare that I am not an undischarged bankrupt. I further declare that I have not at any time been adjusted insolvent or suspended payment or compounded with my creditors or convicted by a criminal court of any offence involving moral turpitude.

2. I am prepared to serve at any Branch / Office of the Bank.

Place : .....

Date : .....

Signature  
Name in full  
Cadre:



## UNDERTAKING OF SECRECY OF PASSWORD

1. I hereby undertake that I will not reveal any secret information such as login id, password or any other relevant information to any one, which has been provided to me for conducting Bank's business only.

2. I am aware that the Bank may access and review any materials created, stored, sent or received by me through the Bank network or Internet connection.

3. I am aware that violations of secrecy may subject me to disciplinary action, up to and including discharge from employment and any legal action in case of illegal acts that may be initiated by the Bank during my employment / association with the Bank or thereafter.

Furthermore I understand that this Bank's policy and document can be amended at any time and I hereby agree to abide by the revised policy and procedures as long as I continue to be the user of the Bank's Information Systems.

Place : .....

Date : .....

Signature  
Name in full  
Cadre:

