



NOTICE

All Aspirants who have been provisionally allotted to Sarva Haryana Gramin Bank by the Institute of Banking Personnel Selection (IBPS), Mumbai, under CRP RRB - XIII for the post of Office Assistant (Multipurpose) are required to report for Biometric/ Documents verification such as Proof of Identity & Address, category/experience & any other certificate required to ensure your eligibility, at their own expenses, on the date, time & venue as under:

S. No.	Particulars	Total No. of Candidates	Date	No. of Candidates	Time
1	Office Assistant (MP)	180	28.01.2025	50	10.00 AM
				50	02:30 PM
			29.01.2025	50	10.00 AM
				30	02:30 PM

Venue of Reporting for Biometric & Documents verification: SHGB House, Plot No. 1, Sector-3, Rohtak-124001.

(In case of any clarification, Candidates may contact at Tel. No. 01262-243125)

In this regard, we have also intimated the candidates individually on their email ID provided by IBPS, Mumbai and the same is to be produced at the time of reporting.

Candidates have to bring the following documents: -

- Printout of e-mail/ Communication sent to you by IBPS, Mumbai intimating about your provisional allotment to Sarva Haryana Gramin Bank for the post of **Office Assistant (MP)**. In case you do not possess the copy of e-mail/communication, an undertaking to this effect is to be submitted.
- Printout of e-mail sent to you by **Sarva Haryana Gramin Bank** intimating about reporting for Biometric & Documents verification
- Five copies of coloured passport size recent photographs (**snap should be shot after 13.01.2025**) with **date & name** captioned at the **bottom of each photograph**.
- Self attested copies of the documents acceptable to the Bank as proof of your identity and address i.e. **PAN Card, Aadhaar Card**, Passport, Driving License along with the original copy for verification.
- Copy of Category certificate **along with original**, if applicable, to ensure eligibility/relaxation.
- Original Educational Qualification Certificates/ Degrees including Computer Literacy Certificate/ testimonials/ Mark Sheets of all the examinations/ all semesters passed and other Certificates in respect of age, caste, category experience etc. along with self-attested Photo copies thereof.
- Original Income & Asset certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format, in the case of Economically Weaker Section (EWS) candidates.
- No Objection Certificate from the present employer in case of candidates presently working in Government/ Quasi Govt. offices/Public Sector Undertakings (including Nationalized Banks and Financial Institutions)
- Copy of experience certificate **along with original**, if any.

All Aspirants shall ensure that, they maintain a healthy Credit history and shall have



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

HEAD OFFICE: SHGB HOUSE, PLOT NO. 1, SECTOR- 3, ROHTAK-124001 (HARYANA)
HUMAN RESOURCE DEVELOPMENT DIVISION – EMAIL :- HOHRDISHGE@SHGBANK.CO.IN

minimum CIBIL score of 650 or above at the time of joining of the Bank. Those Aspirants whose CIBIL status has not been updated before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn/cancelled.

In case it is **detected** at any stage that you do not fulfill the **eligibility** norms and/or that you have furnished any incorrect/ false information/certificate/documents or have suppressed any material fact(s) including past employment and antecedents, your candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment in our Bank, your services are liable to be **terminated**.

If you fail to appear as per the above schedule due to whatsoever reasons, your candidature for the above post will be treated as **cancelled**.

After completion of said verification to the satisfaction of the Bank, instructions regarding completion of pre - joining formalities will be issued separately in due course. Please note that this communication should not be construed as an offer of appointment. Please visit our website www.shgb.co.in (<https://www.shgb.co.in/recruitment>) for detailed schedule & updates.

General Manager

Place: Rohtak
Date: 15.01.2025