



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

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 (Reserve List Phase I) for the post of Officer Scale-III, Scale-II (GBO, IT, Marketing Officer), Scale-I, and Office Assistant (Multipurpose) are required to report for biometric/documents verification, such as proof of identity & address, category/experience, and any other certificate required to ensure eligibility and for completion of pre-joining formalities, at their own expense, on the date, time & venue as under:

Sr. No.	Particulars	Total No. of Candidates	Date	No. of Candidates	Time
1	OFFICER SCALE-III	3	17.06.2025	3	09:30 AM
2	OFFICER SCALE-II (GBO)	7	17.06.2025	7	09:30 AM
3	OFFICER SCALE-II (IT)	3	17.06.2025	3	09:30 AM
4	OFFICER SCALE-II (MARKETING OFFICER)	1	17.06.2025	1	09:30 AM
5	OFFICER SCALE-I	5	17.06.2025	5	09:30 AM
6	Office Assistant (Multipurpose)	45	18.06.2025	23	09:30 AM
			19.06.2025	22	09:30 AM

Venue of Reporting for Biometric, Documents verification and completion of pre-joining formalities: SHGB House, Plot No. 1, Sector- 3, Rohtak-124001.
(In case of any clarification, Candidates may contact at Tel. No. 01262-243125 in office hours)

Candidates have also been individually informed via the email IDs provided to IBPS, Mumbai, and a copy of the same should be produced at the time of reporting.

On fulfillment of the terms & conditions and eligibility criteria as per Rules & Regulations of the Bank and after execution of required documents & completion of pre-joining formalities to the satisfaction of the Bank, the candidates will be offered Letter of Appointment. On the day of reporting, candidates will have to bring the following certificates/testimonials /documents and call letter in **original**: -

1. Printout of e-mail sent by **Sarva Haryana Gramin Bank** intimating about reporting for Biometric, Documents verifications and completion of pre-joining formalities.
2. Printout of e-mail/ Communication sent by IBPS, Mumbai intimating about their provisional allotment for the post of Officer Scale-III, Scale-II (GBO, IT, Marketing Officer), Scale-I, and Office Assistant (Multipurpose) as the case may be. In case he/she does not possess the copy of e-mail/communication, an undertaking to this effect is to be submitted.
3. 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 Photocopies thereof.
4. Unconditional/Unqualified and satisfactory discharge/release certificate/s in original from previous employer/s, if already employed.
5. Ten copies of colored passport size recent photographs (snap should be shot after 30.05.2025) with date & name captioned at the bottom of each photograph.
6. All Aspirants shall ensure that, they maintain a healthy Credit history and shall have 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.
7. Copy of experience certificate **along with original**, to ensure eligibility, if applicable.
8. Caste Certificate of the Candidate on prescribed format as per IBPS RRBs notification & stipulated by Government of India, in case he/she belongs to SC/ST & OBC (Non- Creamy Layer).
9. Copy of category certificate along with original, if applicable, to ensure eligibility/relaxation.
10. 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.
11. Persons with Benchmark Disabilities i.e. PWD (OC/VI/HI/ID) shall produce Certificate in original on



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prescribed format as per Notification of IBPS, issued by the Medical Board of **at least three doctors** constituted by the Government clearly specifying the **category and degree of disability (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual Disability, Hearing, Speech Disability & intellectual disability, specific learning disability and mental illness etc.)**.

12. Candidates who were/are employed in Defense Services, shall bring a **Discharge certificate/Prescribed Performa as per applicability in original**, along with one self-attested copy thereof.
13. Persons eligible for age relaxation must produce a relevant certificate to the effect that they are eligible for relief.
14. Medical fitness certificate issued by a **Chief Medical Officer but not below the rank of Civil Surgeon of Government Hospital**. The X-Ray plate of chest and Radiologist Report must be brought.
15. An Indemnity Bond (For Officer Scale-III Rs. 4,50,000/- (Four Lakh Fifty Thousand only), for Officer Scale-II (GBO, IT, Marketing Officer) Rs. 3,50,000/- (Rupees Three lakh Fifty Thousand only), for Officer Scale-I Rs. 2,50,000/- (Rupees Two lakh Fifty Thousand only) and for Office Assistant Rs. 1,50,000/- (Rupees One lakh Fifty Thousand only)) as per Performa available at the Bank's website <https://shgb.co.in/recruitment>. The Bond must be **Notarized** on Stamp paper as per prevailing rates of concerned State, where the Indemnity Bond is to be executed (e.g. in State of Haryana, on Stamp Paper of Rs. 150/- i.e. as per rates prevailing in the Candidate's State). Please ensure to bring self-attested Identity proof of surety with original, taken in Indemnity Bond.
16. Agreement of Service, format of which is enclosed in Joining formalities, on a Stamp paper of Rs.100/-. The **AGREEMENT OF SERVICE** should not be notarized.
17. **Police Character certificate from respective police authority (e.g. in State of Haryana you can apply in "हर समय" portal for the same)**.
18. Satisfactory/favorable reports from two references as per the format given in the pre-joining formalities, who are respectable persons and **not related to the candidate**.
19. Proof of identity and address as i.e. Passport, Pan Card, Aadhaar Card, Driving License acceptable to the Bank along with one self-attested copy thereof.
20. Before reporting for completion of pre joining formalities, candidate must ensure that they fulfill all the eligibility criteria as stipulated in the relative Advertisement issued by IBPS, Mumbai **for CRP RRBs XIII**. If it is subsequently observed/found that any one does not fulfill the eligibility criteria prescribed for the said post, he/she may not be allowed to join the Bank's service and his/her candidature for the post will be rejected /cancelled.
21. In case it is detected at any stage that candidate do not fulfill the eligibility norms and/or that has furnished any incorrect/ false information/certificate/ documents or suppressed any material fact(s) including past employment and antecedents, his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment in the Bank, his/her services are liable to be terminated.
22. **In case, any candidate fails to report on the above said date & as per schedule, his /her Provisional allotment will stand cancelled & no further communication shall be made in this regard.**
23. No TA/DA is claimable/payable for reporting/joining the Bank.
24. Pre-joining formalities and prescribed Performa are available on Bank's website <https://shgb.co.in/recruitment> (also bring printout of all required Performa).

After completion of the pre-joining formalities and verification of documents to the satisfaction of the Bank, a Letter of Appointment will be offered to the candidates. Please note, this communication should not be construed as a Letter of Appointment.

Please visit Bank's website <https://shgb.co.in/recruitment> for updates.

General Manager

Place: Rohtak

Date: 30.05.2025