



**NOTICE**

Consequent upon Biometric verification of Office Assistant allotted to SHGB under CRP-RRB- XIII recruitment process from 28.01.2025 to 29.01.2025, We are pleased to inform the candidates who have completed Biometric Verification to report at **SHGB House, Head Office, Rohtak-124001** for the completion of Pre-Joining formalities as under:

S. No.	Particulars	Total No. of Candidates	Date	No. of Candidates	Time
1	Office Assistant (MP)	151	13.02.2025	50	09:30 AM
			14.02.2025	50	09:30 AM
			15.02.2025	51	09:30 AM

**Venue of Reporting for 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)**

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 completion of pre-joining formalities.
2. 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.
3. Unconditional/Unqualified and satisfactory discharge/release certificate/s in original from previous employer/s, if already employed.
4. Seven copies of colored passport size recent photographs (which was submitted at the time of Biometric & Documents verification) with date & name captioned at the bottom of each photograph.
5. 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outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn/cancelled.
6. Copy of experience certificate **along with original**, to ensure eligibility, if any.
7. 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).
8. Copy of category certificate along with original, if applicable, to ensure eligibility/relaxation.
9. 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.
10. Persons with Benchmark Disabilities i.e. PWD (OC/VI/HI/ID) shall produce Certificate in original on 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)**.
11. Candidates who were/are employed in Defense Services, shall bring a **Discharge**



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

**certificate/Prescribed Performa as per applicability in original, along with one self attested copy thereof.**

12. Persons eligible for age relaxation must produce a relevant certificate to the effect that they are eligible for relief.
13. 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.
14. An Indemnity Bond (For Office Assistant (MP) for 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.
15. 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.**
16. **Police Character certificate from respective police authority (e.g. in State of Haryana you can apply in "हर समय" portal for the same).**
17. 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.**
18. 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.
19. 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.
20. 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.
21. 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.
22. No TA/DA is claimable/payable for reporting/joining the Bank.
23. Pre-joining formalities and prescribed Performa are available on Bank's website <https://shgb.co.in/recruitment>.

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: 30.01.2025