



**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-124 001.

## **NOTICE**

All Aspirants provisionally allotted to Sarva Haryana Gramin Bank by Institute of Banking Personnel Selection (IBPS), Mumbai under **CRP RRBs - X (Reserve List)** for the post of Office Assistant (Multipurpose) and Officer Scale-II (IT) are required to report for Biometric, Documents verification and Pre-Joining formalities at own expenses, on the date, time & venue as under:

S. No.	Particulars	Total No. of Candidates	Date	Time
1	Officer Scale-II (IT)	1	19.01.2023	10.00 AM
2	Office Assistant	1	19.01.2023	10.00 AM

**Venue: SHGB House, Plot No. 1, Sector-3, Rohtak-124001.**

**(In case of any clarification, Candidates may contact at Tel. No. 01262-243114-115)**

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:-**

On fulfillment of the terms, conditions and eligibility criteria as per Rules & Regulations of the Bank and on 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 and photocopies**: -

1. Printout of result declared by IBPS, Mumbai intimating about provisional allotment to **Sarva Haryana Gramin Bank** for the particular post.
2. 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 Photostat copies** thereof.
3. Unconditional/Unqualified and satisfactory discharge/release certificate/s in original from previous employer/s, if already employed.
4. Five coloured passport size recent photographs (**snap should be shot after 03.01.2023**) with **date & name** captioned at the **bottom of each photograph**.
5. **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).
6. 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.
7. Persons with 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).**

Contd....2/P.T.O.



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8. 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.
9. Persons eligible for age relaxation must produce a relevant certificate to the effect that they are eligible for relief.
10. 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.
11. An Indemnity Bond as per proforma available at the Bank's website [www.shgb.co.in](http://www.shgb.co.in) (under **Recruitment and Promotion** Tab). 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).
12. 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**.
13. Proof of identity and address as i.e. Passport, Pan Card, Aadhaar Card, Driving License acceptable to the Bank.
14. 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 X**. 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.
15. In case it is detected at any stage that candidate does 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.
16. 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.
17. No TA/DA is claimable/payable for reporting/joining the Bank.
18. Pre-joining formalities and prescribed Performa are available on Bank's website [www.shgb.co.in](http://www.shgb.co.in) (under **Recruitment and Promotion** Tab).

After completion of Pre-Joining formalities, verification of documents to the satisfaction of the Bank, Letter of Appointment shall be offered to the candidates and this communication should not be construed as Letter of Appointment.

Please visit Bank's website [www.shgb.co.in](http://www.shgb.co.in) (under **Recruitment and Promotion** Tab) for updates.

Place: Rohtak  
Date: 03.01.2023

  
GENERAL MANAGER- HRDD