



Head Office: SHGB House, Plot No.1, Sector-3, Rohtak  
Human Resource Development Division

**NOTICE**

Consequent upon Biometric verification of Officer Scale-I & Office Assistant allotted to SHGB under CRP-RRB- XII recruitment process from 28.03.2024 to 30.03.2024, 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.	Cadre	No. of Candidates	Reporting Date	Time	No. of Candidates
1	Officer Scale-I	80	15.07.2024	10.00 AM	20
				02:00 PM	20
			16.07.2024	10.00 AM	20
				02:00 PM	20
2	Office Assistant (MP)	153	17.07.2024	10.00 AM	20
				02:00 PM	20
			18.07.2024	10.00 AM	20
				02:00 PM	20
			19.07.2024	10.00 AM	20
				02:00 PM	20
			20.07.2024	10.00 AM	20
				02:00 PM	13

**Venue of Reporting: Head Office, SHGB House, Plot No. 1, Sector-3, Rohtak-124001.**

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 to you by Sarva Haryana Gramin Bank intimating about reporting for 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 Photo copies thereof.
3. Unconditional/Unqualified and satisfactory discharge/release certificate/s in original from previous employer/s, if already employed.
4. Five copies of passport size colored photographs which was submitted at the time of Biometric & Documents Verification with date & name captioned at the bottom of the photographs.







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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 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).**
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 (For Officer Scale-I for Rs. 2,00,000/- (Rupees Two lakh) & Office Assistant for Rs. 50000/- (Rupees Fifty Thousand only)) as per proforma 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.
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 along with one self attested copy thereof .
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 XII**. If it is subsequently observed/found that any one does not fulfill the eligibility criteria





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

प्रायोजक : पंजाब नेशनल बैंक

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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 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.

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. **Police Verification report from respective police authority.**

19. Pre-joining formalities and prescribed Performa are available on Bank's website <https://shgb.co.in/recruitment>.

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 <https://shgb.co.in/recruitment> for updates.

  
General Manager-HRDD

Place: Rohtak  
Date: 02.07.2024