

	Odisha Gramya Bank Head Office Kokila Residency, Ananta Vihar, Pokhariput, Bhubaneswar-751020, Govt. of India Undertaking www.odishabank.in Tele fax: + 91 674 2352 505	odishabank@yahoo.com
Notification Date: 17.01.2014		

ADVERTISEMENT

**APPLICATIONS ARE INVITED FOR APPOINTMENT IN
OFFICE ATTENDANT (MULTIPURPOSE) IN GROUP 'C' CADRE:**

LAST DATE FOR RECEIPT OF APPLICATION	01.02.2014
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1. DETAILS OF VACANCIES :

Posts	Number of vacancies					Out of which	
	SC	ST	OBC	GEN	TOTAL	PWD including VI, HI & OC	EXS
Office Attendant (Multipurpose)	34	47	53	79	213	06	06

Abbreviations stand for :

SC	Scheduled Caste	GEN	General Category	HI	Hearing Impaired
ST	Scheduled Tribe	PWD	Persons with Disability	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXS	Ex-Serviceman

NOTE:

- a) As the reservation for Persons with Disabilities (Physically challenged candidates) and Ex-servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/OTHERS) to which they belong.
- b) The number of vacancies as also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank and other related provisions.
- c) It is clarified that it may not be possible to employ Persons with Disabilities (PWD)/(physically challenged (PC) candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
- d) The Bank reserves the right to post/transfer the candidate upon selection to any place in its area of operation depending upon the requirement.

2. ELIGIBILITY CRITERIA :

A. Nationality / Citizenship:

- i. Candidate must be an Indian citizen
- ii. Candidate must have Proficiency in Oriya Language & must have passed Xth Standard /Class in Oriya language.

B. EDUCATIONAL QUALIFICATION (As on 01.01.2014) :

The candidate must have passed Class Xth Standard or equivalent from an Education Board recognized by the State Government.

C. AGE: (As on 01.01.2014) : About 18 years but below 28 years.

D. RELAXATION IN UPPER AGE LIMIT :

Sl.	Category	Relaxation by years
1	SC/ST	5 years
2	OBC	3 years
3	EXS	Actual period of service rendered in defense services + 3 years(8 years for disabled ex-serviceman belonging to SC/ST) subject to a maximum of 50 years

3. SELECTION PROCEDURE : The selection will be made on the basis of performance in Interview. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for interview.

4. PAY SCALE & EMOLUMENTS: Rs.5850-200/4-6650-250/5-7900-300/4-9100-350/3-10150-400/3-11350.

Note: Other allowances & perquisites will be admissible as per the rules & regulations of the Bank.

5. APPOINTMENT :

Candidates selected for current vacancies shall be taken into the service in the descending order of merit as per requirement.

6. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER:

District Magistrate/Additional Dist. Magistrate/Collector/Commissioner/Deputy Commissioner/Additional Dy. Commissioner/ Dy. Commissioner/ Dy. Collector/First Class Stipendiary Magistrate/Sub-Division Magistrate/Taluka Magistrate /Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tahasildar /Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

In OBC Category the appointment will be provisional and will be subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate. The OBC certificate issued after 01.01.2014 is to be submitted, for this purpose.

For Persons with Disabilities- the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/ cerebral/visual/ hearing disability as the case may be.

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of;

- i) impersonating or procuring impersonation by any person or
- ii) resorting to any irregular or improper means in connection with his/her candidature for selection,

Such a candidate, in addition to rendering himself / herself liable to criminal prosecution shall be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by Odisha Gramya Bank.
- c) For termination of service, if he /she has already joined the Bank.

8. PROBATION: 1 year, which may be extended for a period not exceeding 6 months.

9. HOW TO APPLY:

If a candidate is eligible and desires to apply, he/she should apply in the prescribed Application format given at the end of this advertisement accompanied by the prescribed fee and copies of required attested certificates by post only, in a cover super scribed with the words "Application for the post of OFFICE ATTENDNAT (MULTIPURPOSE) GROUP 'C' CADRE" to reach the following address on or before the last date for receipt of applications. Applications received after the last date will not be considered.

Completed applications are to be sent by ordinary post to following address.

ODISHA GRAMYA BANK
HEAD OFFICE,
KOKILA RESIDENCY
ANANTA VIHAR, POKHARIPUT
BHUBANESWAR-751 020

10. Application Fee including postal charges : (Non- Refundable)

For SC/ST /Physically challenged/Ex-Servicemen candidates:	Rs.20/-
For all others including OBC	Rs.100/- for all others

Candidates should first download one of the Challans from the Bank's website – www.odishabank.in

- Candidates can pay application fees in any of the branches of Odisha Gramya Bank or remit the fee through NEFT from any commercial bank branch.

The Candidates who want to remit their fees through Odisha Gramya Bank

- The candidate should take a printout of the fee payment challan
- Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- Go to the nearest Odisha Gramya Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application.

Sl No	For Odisha Gramya Bank Branches operating in District	Account No
1	Cuttack / Jagatsinghpur / Kendrapara / Jajpur / Balasore / Bhadrak	41210110005746
2	Puri / Khurdha / Nayagarh / Dhenkanal / Angul	012201000002608
3	Mayurbhanj / Keonjhar	100110110002425

The Candidates who want to remit their fees through Other Commercial Bank Branch

Remit the fee through NEFT to	ACCOUNT NO. : 012201000002608 NAME : OGB- STAFF RECRUITMENT IFS Code : IOBA0NGB001 BANK : NEELACHAL GRAMYA BANK BRANCH : POKHARIPUT, BHUBANESWAR
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Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly authenticated by the Bank with (a) Branch Name ,(b) Branch Code No, (c) Transaction id number (d) Date of Deposit &(e) Amount signed by the Branch Official

11. GENERAL INSTRUCTIONS:

- a. The Bank undertakes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- b. A candidate must fill the application form in CAPITAL LETTERS IN HIS/HER OWN HANDWRITING IN ENGLISH ONLY.
- c. Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaking, the documents to be produced for the purpose of the conduct or interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the BANK in this regard.
- d. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- e. The Bank shall not be responsible for an application being rejected which is based on wrong information provided in an advertisement issued by an unauthorized person/Institution.
- f. Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection.
- g. An application not accompanied by photo copy of the Nativity Certificate, valid Employment Registration Certificate, Education Qualification certificates, requisite Application Fee as indicated in 6 above, relevant Certificates in respect of the Caste/Category etc., not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- h. A recent recognized passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph & signature across it, the application will be rejected. Three copies of the same photograph should be retained for use at the time of Interview. Candidates are

advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of Interview may lead to disqualification.

- i. The candidates will have to appear for interview at their own expense and risks and the Bank will not be responsible for any injury/losses etc. of any nature. The outstation candidates belonging to ST, SC, Physically Handicapped Category called for interview will be reimbursed to and fro second (sleeper) class rail/bus fare or actual expenses incurred, whichever is less by the shortest route, except to such candidates who are already in service in Central/State Government, Corporations, Public Undertakings/Local Government, Institutions and Panchayats.
- j. Candidates serving in Government/Public Sector Undertakings(including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature shall not be considered.
- k. The Bank reserves the right to post/transfer the candidate upon selection to any place within its jurisdiction depending upon the requirement.
- l. Any request for change of address will not be entertained till publication of result.
- m. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar only.
- n. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
- o. In case any dispute arises on account of interpretation of version other than English, the English version will prevail.
- p. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- q. Submission of false certificate by candidates while applying for SC/ST reserved vacancies shall be treated as a criminal offence and they are liable to be prosecuted.
- r. Canvassing in any form will be a disqualification
- s. Each application must be accompanied by :
 1. Copies of under mentioned certificates:
 - i. H.S.C Certificate in support of age proof.
 - ii. Marks Sheet (year wise) showing specifically the subjects studied and certificates in support of educational qualification viz. SSLC/HSC/Graduate degree, Post Graduation degree, Professional/Research Qualification etc.
 - iii. Candidates belonging to SC/ST Persons with Disability Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority. However, such applicants have to produce original caste certificate/relevant certificates at the time of interview, failing which his/her candidature will be cancelled.

PLACE: Bhubaneswar
DATE: 17.01.2014

Sd-(S.K.Mishra)
GENERAL MANAGER