



CHAITANYA GODAVARI GRAMEENA BANK

(Sponsored by Andhra Bank)

Head Office, Raghu Mansion, 4th Floor, 4/1, Brodiepet
GUNTUR – 522 002

APPLICATIONS ARE INVITED FROM INDIAN CITIZENS DOMICILE OF ANDHRA PRADESH FOR APPOINTMENT AS CLERK-CUM-CASHIER CADRE (OFFICE ASSISTANTS)

LAST DATE FOR RECEIPT OF APPLICATION -- 09.04.2009

DATE OF WRITTEN EXAMINATION – 31.05.2009

VACANCIES:

	Post Code	Vacancies					Out of which			
							PC			EXS
		SC	ST	OBC	GEN	TOTAL	VI	HI	OC	
Current Vacancies	01	8	3	13	26	50	01	01	NIL	07

Abbreviations stand for: SC- Scheduled Caste, ST- Scheduled Tribe, OBC - Other Backward Classes, GEN- General, PC – Physically Challenged, VI-Visually Impaired, HI- Hearing Impaired, OC- Orthopaedically Challenged, EXS – Ex-Servicemen.

Note: The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

PAY SCALE & EMOLUMENTS: Rs.4410-215/3-5055-335/3-6060-470/4-7940-500/3-9440-560/4-11680-970/1-12650-560/1-13210

At present the total stating emoluments are around Rs.7360/- per month for graduates inclusive of DA & HRA at the current rate.

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

02. ELIGIBILITY CRITERIA:

Nationality / Citizenship:

A candidate must be a citizen of India and should be a domicile of Andhra Pradesh.

03. AGE (as on 1.02.2009): Minimum 18 years - Maximum 26 years

RELAXATION OF UPPER AGE LIMIT:

Sl.No.	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Class candidates	3 years
3	Physically Challenged – General Category candidates	10 years
4	Physically Challenged – SC/ST Category candidates	15 years
5	Physically Challenged –OBC Category candidates	13 years
6	Ex-service men/disabled Ex-service men.	Actual period of service rendered in defence services + 3 years (8 years for disabled ex-service man belonging to SC/ST/OBC) subject a maximum 50 years.
7	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989.	5 years
8	Widows, Divorced women & women judicially separated from their husbands & who are not remarried (subject to max. age limit of 35 years for General & 40 years for SC/ST/OBC candidates)	9 years

Note:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. An ex- serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in the Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
3. All persons eligible for age relaxation under 7 must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
4. Above relaxations are available only if the candidates fulfil the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Community Certificate.

Definition: Physically Challenged Persons (PC) – Definition of Categories of Disabilities:

- (a) An Orthopaedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central / State Govt.) would be eligible for reservation in services/ posts.
- Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

- (b) Deaf & Hearing Impaired (HI) : The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (c) Visually Impaired: (VI) The visually impaired persons are those suffering from blindness or low vision.

Blindness – refers to a condition where a person suffers from any of the following conditions:

- (i) total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Person with low vision – means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

The candidate will have to arrange his/ her own scribe -

- i) At his/ her own cost.
- ii) The academic qualification of the scribe should be one grade lower than the stipulated Eligibility criteria.
- iii) The scribe can be from any academic discipline. The scribe should possess less marks than the candidate not more than 60% marks in his own academic stream.
- iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/ she did not fulfil any of the laid down eligibility criteria or suppresses material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination

EDUCATIONAL QUALIFICATION (as on 1.02.2009)

A degree from any recognized university in any discipline or its equivalent.

OR

A pass in Higher Secondary School examination of 10+2+3 pattern/ 11th standard of 11+3 pattern/ Pre-degree or intermediate or any equivalent examination with a minimum of 50% (45% for SC/ ST) marks in the aggregate.

OR

Diploma in Banking recognized by State or Central Government or Union Territory.

OR

Pass with minimum 60% (55% for SC/ST) marks in aggregate in Matriculation/Senior school certificate (Old pattern) or equivalent.

AND

Proficiency in local language (Telugu) is essential. Knowledge of English is preferred.

Preference will be given to candidates with Computer knowledge

04. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE):

SI	Category	Postage	Application Fee	Total
1	SC/ ST/ PC/EXS	Rs. 50/-	---	Rs. 50/-
2	OBC / General	Rs. 50/-	Rs. 200/-	Rs. 250/-

Note:

- Application fee including postage should be paid by a single Demand Draft / Bankers' Cheque issued by CHAITANYA GODAVARI GRAMEENA BANK Or a Scheduled Commercial Bank to be drawn as below.

“Chaitanya Godavari Grameena Bank Recruitment Account – Clerical” payable at Guntur.

- Candidate must write his/ her name, date of birth & address on the reverse side of the Bank Draft/ Bankers' Cheque.
- Payment of application fee and postage charges by Cash / Cheques / Money Orders etc will not be accepted.
- Application once made will not be allowed to be withdrawn and postage charges once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

05. SELECTION PROCEDURE:

The selection of the candidates shall be made on the basis of written test and interview. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for a written test, which will be comprising the following:

S.NO	Objective Type Tests	No. of Questions	Max. Marks	duration
01	Reasoning Ability	50	50	120 minutes
02	Numerical Ability	50	50	
03	Clerical Aptitude	50	50	
	Total	150	150	
04	English Language	50	50	30 minutes

- Note:**
- a) The marks obtained in first 03 papers will be reduced to 60% for the purpose of preparing merit list after the written examination.
 - b) The candidate must obtain minimum of 30% marks in each test.
 - c) The test of English language is only a qualifying exam and one has to obtain minimum of 30% marks.

Candidates belonging to SC/ST category will be extended relaxation upto 5% in qualifying marks in written examination. Candidates belonging to SC/ST category will be extended relaxation upto 5% in qualifying marks in the interview to qualify for final merit listing.

Marks obtained in the written test will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those candidates who ranked sufficiently high in the written test will be called for the interview in the ratio of 1:4 Mere eligibility/pass in the test shall not vest any right for being called for interview. The detailed information regarding the written test will be given in the "Prepare your self" booklet which will be sent to the candidates along with the call letter for written examination.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the written test and interview.

WRITTEN TEST:

- (i) The written test will be held on **Sunday, 31st May 2009**.
- (ii) The date of examination is tentative. The exact date will be communicated to the candidates through call letter for the examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.
- (iii) The Written test will be scheduled at the following Centres and the address of the Venue will be advised in the Call Letter:

Centre Code No	Name of Centre
11	GUNTUR
12	ELURU
13	RAJAHMUNDRY

The Bank, however, reserves the right to cancel any of the Centres and/ or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the Candidate any Centre other than the one he/ she has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

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

Probation : 1 year to 18 months.

Pre- Examination Training for SC/ST/Minority/XS candidates

It is proposed to impart free Pre- Examination Training to SC/ ST /Minority /XS Candidates at Hyderabad. The Training Centre may also be changed at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the application format. All expenses regarding travelling, boarding, lodging etc will be borne by the candidate for attending the Pre- Examination Training programme at the concerned Training Centre.

HOW TO APPLY:

1. All eligible candidates should apply in the prescribed Application Format given at the end of this advertisement to reach on or before the last date for receipt of applications. Applications received after the last date will not be considered.
2. A candidate must fill the application form in CAPITAL LETTERS in his/ her own handwriting.
3. Application should be in A-4 size paper (11.69" x 8.27") and should be strictly as per the format and contains no correction / alteration/ over writings. Certified copies of the certificates as mentioned in General Instructions (q) should be enclosed with the application.
4. Applications complete in all respects should be sent only by Ordinary Post to the following address.

Post Box No. : 7743, BORIVALI (WEST), MUMBAI-400092

GENERAL INSTRUCTIONS:

- a) Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- b) As the applications are to be processed by a Computerized System, it is essential that the application is strictly in accordance with the prescribed format and a properly and completely filled and contain no corrections/alterations/over writing.
- c) A candidate must fill the application form in CAPITAL LETTERS IN HIS/HER OWN HANDWRITING and should use English numerals.
- d) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms.
- e) Candidate seeking relaxation in Fee/Age must enclose a certified copy of the certificate in support of his/her claim and should not send original certificates or testimonials.
- 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 any future examination or selection.
- g) An application not accompanied by a relevant certificate/s wherever necessary, or requisite fee or not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- h) A recent passport size photograph should be firmly pasted on the application and should be signed across, by the candidate. Three copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of written test and interview may lead to disqualification.
- i) Candidates serving in Government/Public Sector undertakings (including Banks) should send their application through proper channels.
- j) The above candidates should also produce no objection certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered. Advance copy of the application along with the original Bank demand draft/ Bank pay order may be sent to the above address, within the last date for receipt of application.
- k) Only candidate willing to serve anywhere in Andhra Pradesh should apply.
- l) Decision of the Bank in all matters regarding eligibility of the candidate the stages at which such scrutiny of eligibility is to be undertaken, the document to be produced for the purpose of the conduct of examination, 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 in this behalf.
- m) Bank, may at its discretion hold re-examination wherever necessary in respect of a centre/ venue/specific post of venue or a candidate(s).
- n) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/Institution.

- o) Only certified true copies of all certificates should be sent by the candidate along with the application.
- p) Any request for change of address will NOT be entertained.
- q) Each application must be accompanied by -

Copies of under mentioned certificates.

1. Secondary School certificate/School leaving certificates or any other document proof of age.
 2. Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSLC/ HSC/ Graduate degree, post graduation degree, professional/research qualification etc.
 3. A candidate belonging to SC/ST/OBC/PC category should attach a certified copy.
 4. SC/ST/OBC/PC certificate issued by Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs, the certificate inter alia must specify that the candidates should not belong to Creamy layer section excluded from the benefits of reservation for other backward class in civil post and services of Government of India. OBC certificate should not be more than one year old as on the date of application.
 5. An ex serviceman candidate has to enclose a copy of the discharged certificate, retirement/pension order and document proof of rank (substantive as well as action) last/presently held. Those who are still in defence service should submit a certificate from Competent Authority that they will be relieved from defence service, in time, to enable the candidate to report for duty in the event of selection to work for the Bank.
 6. Bank Demand Draft/ Bank pay order **payable at Guntur.**
 7. Certificate of Nativity (Domicile).
 8. Class X certificate/ marks list containing date of birth.
 9. Xerox copies of educational qualifications certificate.
 - r) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Guntur.
 - s) Bank takes no responsibility for any certificate/remittance sent separately by candidate.
 - t) No Candidate is permitted to use calculator, Mobiles, pagers or any other such instruments during the examination. The candidates will appear for the written examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/loss etc, of any nature.
- Candidates in their own interest are advised to submit their application well in time before the last date to avoid possible delay in postal transit. Applications received after the last date will be rejected.
 - Appointment of selected candidates is subjected to his/her being declared Medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank

Competent Authority for Issue of Certificate to SC/ST/OBC/PC is as under:

- (a) For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendary 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 Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides.
- (b) For Physically Challenged – 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.

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 surpass any material information while filling up the application form. At the time of written examination/ interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof) / answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, 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 Chaitanya Godavari Grameena Bank.
- (c) For termination of service, if he/ she has already joined the Bank.

The Bank would be analyzing the responses of a candidate with other candidates to detect patterns of similarity. If as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the bank reserves right to cancel his/ her candidature.

Last Date for Receipt of Applications: Applications complete in all respects should reach on or before **09.4.2009**. An application received after last date will not be entertained.

Call Letters for Written Examination:

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by post. An eligible candidate who does not receive the call letter by 18.05.2009 should contact at the following address with details of his/her name, address, Xerox copy of the Application form, details of Demand Draft etc, for obtaining duplicate call letters. Duplicate call letters will be issued between 19.05.2009 and 23.5.2009 at the following address.

Complete Address with Phone No. & Fax No.
CGGB, Head Office, 4/1 Brodipet, Raghu Mansion, 4 th Floor, Guntur - 522 002. Ph. No. 0863 - 2261127, 2261125 Fax .No. 0863 – 2261123

Place: Guntur

CHAIRMAN

7. Details of Application fees:

Name and address of the issuing Bank	Name and address of the drawer Bank	Date of Issue	DD/Bank pay order No.	Amount (Rs.)

(Fee for the post is Rs. 250/- for General Candidate including OBC and Rs. 50/- for SC/ST/PC/XS candidates). Payment by Cash, Cheque, Postal Stamps, Money Order, etc. will not be accepted and such applications will be rejected.

8. YOUR CONTACT TELEPHONE NO. (With STD code) _____

9. FAX _____ **E-Mail** _____ **MOBILE NO.** _____

10. (i) GENDER : (Mark "X" In the appropriate Box)

MALE **FEMALE**

(ii) a) Are you an Ex-Serviceman ? (Mark "X" In the appropriate Box)

YES **NO**

b) In case of Ex-Serviceman/Commissioned Officer/Other Equivalents, specify.

Date of Discharge _____

Rank at present/last held.

A) Acting _____ w.e.f. _____

B) Substantive _____ w.e.f. _____

(iii) Are you physically challenged?

(Mark "X" In the appropriate Box)

YES **NO**

If yes, then percentage _____ and type of disability _____

(Attach the certificate)

(iv) Whether you belong to Minority Community?

(Mark "X" In the appropriate Box)

YES **NO**

If yes, please state the religion: _____

(v) In case of SC/ST/OBC Candidate:

Name of Caste/Tribe/Class: _____

(vi) Are you a widow/ Divorced Woman/ Judicially

Separated from the husband and is not re-married:

(Mark 'X' in the appropriate box)

YES **NO**

vii) Do you intend to use the services of a Scribe (Mark 'X' in the appropriate box)

YES **NO**

viii) Are you a domicile of Andhra Pradesh? (Mark 'X' in the appropriate box)

YES **NO**

and details of activities carried out by the employer	any			Years, Months, Days	performed in detail	for leaving service)
		From	To			

17. Languages known:

S.N.	Language	Read*	Write*	Speak*

(* Mark "X" In the appropriate Box)

18. BEFORE MAILING APPLICATION PLEASE CHECK THAT YOU HAVE CORRECTLY MENTIONED:

- a) The center where you wish to appear at.
- b) Category/Sub Category and have enclosed copies of necessary certificates for SC/ST/OBC/PC/XS candidates.
- c) Details regarding fees (Bank demand draft/Bank pay order)
- d) Address for correspondence.
- e) Application form with requisite fee is sent.
- f) Details for claiming relaxation in age and the relevant certificate is enclosed.
- g) Domicile Certificate is enclosed.

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in Andhra Pradesh. I agree that the Bank has the right to transfer me to any of the branch/office. I agree that any legal proceedings in respect of any matter (s) claims or disputes arising out of this application and/or out of said advertisement can be Instituted by me only at Courts/ Tribunals/Forums at Hyderabad only shall have sole and exclusive jurisdiction to try the cause/dispute. I undertake to abide by all the terms and conditions mentioned in the advertisement No. _____ dated _____.

Place: -----

Date: -----

SIGNATURE OF CANDIDATE