



KERALA GRAMIN BANK

Head Office
KGB Towers,
A.K Road
Malappuram, Kerala-676505

Recruitment Cell
Human Resources Wing
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Kerala Gramin Bank invites online applications, for the post of Officer in Middle Management Grade (Scale III), Officer in Middle Management Grade (Scale II), Officer in Junior Management (Scale I) Cadre and Office Assistant (Multipurpose) from Indian citizens who have been declared qualified at the Online CWE-III for RRBs conducted by IBPS during September/ October 2014.

| | |
|--------------------------------------|------------|
| Opening date for Online Registration | 01.09.2015 |
| Last Date for Online Registration | 15.09.2015 |

A. DETAILS OF VACANCIES:

| Sr. No. | Post | SC | ST | OBC | GEN | TOTAL | Out of Which | | | |
|---------|--|-----|------------------|-----|-----|-------|--------------------|-----|-----|-----|
| | | | | | | | PWD (Out of Which) | | | EXS |
| | | | | | | | VI | HI | OC | |
| 1 | Officer Scale-III | 3 | 1 | 7 | 15 | 26 | Nil | Nil | Nil | NA |
| 2 | Officer Scale-II (General Banking Officer) | 17 | 9 [#] | 31 | 59 | 116 | 1 | 1 | 1 | NA |
| 3 | Officer Scale-II (IT) | 3 | 1 | 6 | 15 | 25 | Nil | Nil | Nil | NA |
| 4 | Officer Scale-II (CA) | Nil | Nil | Nil | 2 | 2 | Nil | Nil | Nil | NA |
| 5 | Officer Scale-II (Law) | 1 | Nil | 2 | 7 | 10 | Nil | Nil | Nil | NA |
| 6 | Officer Scale-II (Agricultural Officer) | 3 | 1 | 6 | 15 | 25 | Nil | Nil | Nil | NA |
| 7 | Officer Scale-I | 29 | 42 ^{\$} | 52 | 101 | 224 | 1 | 2 | 2 | NA |
| 8 | Office Assistant (Multipurpose) | 20 | 4 [@] | 55 | 128 | 207 | 2 | 2 | 2 | 29* |

*- Ex-servicemen-20, Disabled Ex-servicemen/Dependants of Ex-servicemen killed in action-09

\$- Including 28 backlog vacancies.

#- Including 1 backlog vacancy.

@-Including 2 backlog vacancies.

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

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 |

B. SCALE OF PAY:

| Post | Scale of Pay |
|----------------------|---|
| Office Scale III | 42020-1310(5)-48570-1460(2)-51490. |
| Officer Scale II | 31705-1145(1)-32850-1310(10)-45950. |
| Officer Scale I | 23700-980(7)-30560-1145(2)-32850-1310(7)-42020. |
| Office Assistant(MP) | 11765-655(3)-13730-815(3)-16175-980(4)-20095-1145(7)-28110-2120(1)-30230-1310(1)-31540. |

C. **EMOLUMENTS:**

| Post | Approximate Emoluments per Month inclusive DA and HRA at Current Rate |
|----------------------|---|
| Office Scale III | At present, the total starting emoluments are approximately ₹64600/- per month inclusive of DA and HRA at the current rate. |
| Officer Scale II | At present, the total starting emoluments are approximately ₹48800/- per month inclusive of DA and HRA at the current rate. |
| Officer Scale I | At present, the total starting emoluments are approximately ₹36400/- per month inclusive of DA and HRA at the current rate. |
| Office Assistant(MP) | At present, the total starting emoluments are approximately ₹18100/- per month inclusive of DA and HRA at the current rate. |

Note: Other Allowances and perquisites will be admissible as per the rules of the Bank.

D. **PROBATION PERIOD:** Selected candidates will be on probation as follows:

| | |
|--------------------------|-----------|
| Officer Scale I,II & III | Two years |
| Office Assistant(MP) | One Year |

Note: It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved category provided they fulfill the eligibility criteria laid down for Unreserved category.

The number of vacancies in UR category and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.

E. **ELIGIBILITY CRITERIA:** Eligibility Criteria is to be considered as per RRBs CWE-III Advertisement published in Employment News/Rozgar Samachar Issue Dated 28th June-4th July, 2014 released by IBPS and posted on the IBPS's website www.ibps.in.

(a).Nationality / Citizenship:

A candidate must be either -

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India,

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(b).Age (As on 01.06.2014)

For Officer Scale- III- Above 21 years - Below 40 years i.e. candidates should not have been born earlier than 03.06.1974 and later than 31.05.1993 (both dates inclusive).

For Officer Scale- II- Above 21 years - Below 32 years i.e. candidates should not have been born earlier than 03.06.1982 and later than 31.05.1993 (both dates

inclusive).

For Officer Scale- I- Above 18 years - Below 28 years i.e. candidates should not have been born earlier than 03.06.1986 and later than 31.05.1996 (both dates inclusive).

For Office Assistant (Multipurpose) - Between 18 years and 28 years i.e. candidates should have not been born earlier than 02.06.1986 and later than 01.06.1996 (both dates inclusive).

The maximum age limit specified above is applicable to General Category candidates only. For other categories the following relaxations would apply:

| Sr. No | Category | Age relaxation |
|--------|---|---|
| 1 | Scheduled Caste/Scheduled Tribe | 5 years |
| 2 | Other Backward Classes | 3 years |
| 3 | Persons With Disability | 10 years |
| 4 a | Ex-Servicemen/ Disabled Ex-Servicemen | (for the post of Office Assistants) Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years. |
| 4 b | In the case of Ex-servicemen commissioned officers, including ECOs/SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date of receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or an account of physical disability attributable to military service or an invalidment, subject to ceiling as per Government guidelines. | (For the post of Officers) 5 Years |
| 5 | Widows , Divorced women and women legally separated from their husbands who have not remarried | (only for the post of Office Assistants) 9 Years |
| 6 | Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 01-01-80 to 31-12-89 | 5 Years |
| 7 | Person affected by 1984 riots | 5 Years |

NOTE:

- (i) **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis together with only one of the remaining categories for which age relaxation is permitted as mentioned above at Sr. Nos. 3 to 7 in the above Table.**
- (ii) The maximum age limit specified is applicable to General Category candidates.
- (iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview.**

Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWD category candidates.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.

Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

- (iv) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for **the benefit of reservation** for Ex-Servicemen in Central Government jobs.
- (v) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose for further employment on the civil side ceases.
- (vi) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment **one year** before the completion of the specified term of engagement (from the last date of application) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

(c) EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on 09-07-2014)

| Post | Educational Qualification | Experience |
|---|---|--|
| Office Assistant (Multipurpose) | Degree in any discipline from a recognized University or its equivalent (a) Essential : Proficiency in local language* (b) Desirable: Knowledge of Computer Skills | |
| Officer Scale - I | i. Degree in any discipline from a recognized University or its equivalent Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy ii. Proficiency in local language* iii. Computer Knowledge or awareness will be an added qualification. | |
| Officer Scale – II General Banking Officer | Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having degree in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy | Two years as an officer in a Bank or Financial Institution |
| Officer Scale – II Specialist Officers | Information Technology Officer Degree from a recognized University in Electronics/Communication/Computer Science/Information Technology or its equivalent with a minimum of 50% marks in aggregate. Desirable Certification in ASP, PHP, C++, Java, VB, VC, OCP etc | One Year |
| | Chartered Accountant Certified Associate (CA) from Institute of Chartered Accountants of India | One Year |

| | | |
|-----------------------------------|---|--|
| | <u>Law Officer</u> Degree from a recognized university in Law or its equivalent with a minimum of 50% marks in aggregate. | Two years as an advocate or should have worked as Law Officer in Banks or Financial Institutions for a period not less than two years. |
| | <u>Agricultural Officer</u> Degree in Agriculture/Horticulture/Dairy/ Animal Husbandry/Forestry/Veterinary Science/Agricultural Engineering/Pisciculture from a recognized University or its equivalent with a minimum of 50% marks in aggregate | Two years |
| <u>Officer Scale - III</u> | Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information technology, Management, Law, Economics and Accountancy | Minimum 5 years experience as an Officer in a Bank or Financial Institutions |

- * **Language Proficiency** - The candidates applying for the posts of Officer Scale I and Office Assistants –(Multipurpose) are required to possess proficiency in the local language of the State ie **"Malayalam"** (The condition does not apply for the posts of Officer Scale II and III). For ensuring proficiency in local language, the candidate should have –
- Local language **"Malayalam"** at 10thStd level.
OR
 - Native language **"Malayalam"** at 10thStd level.
OR
 - Local language **"Malayalam"** at any level upto graduation level.

F. PRE- REQUISITE QUALIFICATIONS

Candidates who have been declared qualified in the RRBs-Online CWE-III conducted by IBPS in September/ October 2014 should have obtained the following scores as given below.

For Office Assistant (Multipurpose)

| Name of the Test | Qualifying Score | |
|--|--|--|
| | SC/ ST/ SC-PWD/ ST-PWD/ SC-EXS/ ST-EXS | OBC/ GEN/ OBC-PWD/ GEN-PWD/ OBC-EXS/ GEN-EXS |
| Reasoning | 13& above | 18& above |
| Numerical Ability | 17 & above | 22& above |
| General Awareness | 10& above | 13& above |
| English Language | 13& above | 17& above |
| Hindi Language | 19 & above | 23 & above |
| Computer Knowledge | 16& above | 20& above |
| Cutoffs on Total Weighted Score | 70& above | 80& above |

For Officer Scale-I

| Name of the Test | Qualifying Score | |
|-----------------------|------------------------|----------------------------|
| | SC/ ST/ SC-PWD/ ST-PWD | OBC/ GEN/ OBC-PWD/ GEN-PWD |
| Reasoning | 13& above | 17& above |
| Quantitative Aptitude | 7 & above | 11& above |

| | | |
|--|----------------------|----------------------|
| General Awareness | 6& above | 9 & above |
| English Language | 7& above | 11& above |
| Hindi Language | 14 & above | 17& above |
| Computer Knowledge | 10& above | 13& above |
| Cutoffs on Total Weighted Score | 70& above | 80& above |

For Officer Scale-II (GBO)

| Name of the Test | Qualifying Score | |
|---|------------------------|----------------------------|
| | SC/ ST/ SC-PWD/ ST-PWD | OBC/ GEN/ OBC-PWD/ GEN-PWD |
| Reasoning | 8 & above | 12& above |
| Quantitative Aptitude & Data Interpretation | 4& above | 7& above |
| Financial Awareness | 4& above | 6& above |
| English Language | 8& above | 12& above |
| Hindi Language | 13 & above | 17& above |
| Computer Knowledge | 12& above | 15& above |
| Cutoffs on Total Weighted Score | 70& above | 80& above |

For Officer Scale-II -IT, CA, Law and Agricultural Officer

| Name of the Test | Qualifying Score | |
|---|------------------------|----------------------------|
| | SC/ ST/ SC-PWD/ ST-PWD | OBC/ GEN/ OBC-PWD/ GEN-PWD |
| Reasoning | 8 & above | 12& above |
| Quantitative Aptitude & Data Interpretation | 4& above | 7& above |
| Financial Awareness | 4& above | 6& above |
| English Language | 8& above | 12& above |
| Hindi Language | 13 & above | 17& above |
| Computer Knowledge | 12& above | 15& above |
| Professional Knowledge - IT | 10& above | 13& above |
| Professional Knowledge - CA | 21& above | 23& above |
| Professional Knowledge - Law | 5& above | 7& above |
| Professional Knowledge - Agricultural | 5& above | 7& above |
| Cutoffs on Total Weighted Score for Officer Scale-II | 70& above | 80& above |

For Officer Scale-III

| Name of the Test | Qualifying Score | |
|---|------------------------|----------------------------|
| | SC/ ST/ SC-PWD/ ST-PWD | OBC/ GEN/ OBC-PWD/ GEN-PWD |
| Reasoning | 5 & above | 8& above |
| Quantitative Aptitude & Data Interpretation | 2& above | 4& above |
| Financial Awareness | 5& above | 7& above |
| English Language | 7& above | 12& above |
| Hindi Language | 11& above | 15& above |
| Computer Knowledge | 11& above | 14& above |
| Cutoffs on Total Weighted Score | 70& above | 80& above |

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

(a) For SC/ST/OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional 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 Persons with Disabilities:

Authorized Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

H. SELECTION PROCEDURE:

- **For Office Assistant (Multipurpose):-**Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
- **For Officer Scale-I:-**Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
- **For Officer Scale-II (General Banking Officer):-**Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
- **For Officer Scale-II (Specialist Officer *):-**Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.
*** IT, CA, Law, and Agricultural Officer.**
- **For Officer Scale-III:-**Selection will be made on the basis of performance in RRBs- CWE-III conducted by IBPS in September/ October 2014 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Scores (TWS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.

I. PERSONAL INTERVIEW:

Depending on the number of vacancies, Bank will call from among who have applied to bank, the number, equivalent to three times the number of vacancies short-listed based on their **Total Weighted Scores (TWS)**. Remaining applicants, if any will not receive an interview call from the Bank.

The total marks for Interview will be 30.

J. INTERVIEW CENTRE:

The Interview will be held at the **Kannur/Malappuram** centres and the complete address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

Note: Bank reserves the right to cancel the centre and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

K. GENERAL INSTRUCTIONS

- (a) Before applying for any of the mentioned post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of 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 on this behalf.

Mere admission to the Online RRB CWE III and/ or passing the test and being invited by the Bank for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Online CWE-III and have been called for interview.

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 stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "UR" or "UR Persons with Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently (i.e., issued on or after **01-04-2015**) should be submitted at the time of Interview.
- (c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "**No Objection Certificate**" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the Interview will be reimbursed to and from second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc of any nature during their travel time.
- (f) Only candidate willing to serve anywhere in the operational area of the Bank (**Kerala State**) should **apply**.
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at **Ernakulam**.

- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail
- (j) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (k) 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.
- (l) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority, in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- (m) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form and should be signed across by the candidate. 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 the interview may lead to disqualification.

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 or 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

1. using unfair means during the selection process
or
2. impersonating or procuring impersonation by any person
or
3. misbehaving in the interview venue or taking away any documents from the venue
or
4. resorting to any irregular or improper means in connection with his/her candidature by selection
or
5. obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

Resignation during Probation Period

Candidates found to be eligible for posting on their selection for appointment shall have to undertake to serve the Bank for a minimum specified period as follows. Candidates selected for appointment to the cadre of Officer Scale – III ,Scale – II and Scale I have to **execute a bond agreeing** to pay to the Bank a sum of **₹1,50,000/- (Rupees One lakh fifty thousand only)**, in the event of their leaving the Bank's job within a period of two years from the date of their joining. Similarly, candidates selected for appointment to the cadre of Office Assistant (Multipurpose) have to execute a bond agreeing to pay to the Bank a sum of **₹75000/- (Rupees Seventy five thousand only)**, in the event of their leaving the Bank's job within a period of 1 year from the date of their joining. This will be in addition to the provision contained in the Bank's Service Regulations regarding Termination of service by notice.

| Cadre | Bond Amount(₹) | Minimum specified period of Service |
|----------------------|----------------|-------------------------------------|
| Officer Scale III | ₹150000/- | Two Years |
| Officer Scale II | ₹150000/- | Two Years |
| Officer Scale I | ₹150000/- | Two Years |
| Office Assistant(MP) | ₹75000/- | One Year |

Those candidates who seek extension of the specified joining date due to reasons acceptable to the Bank shall open term deposit equivalent to the Bond amount in any of the branches of KGB .It shall be kept as term Deposit with the Bank up to the date by which the extension is permitted. The principal amount with accrued interest will be released to the candidates after executing the bond on his /her joining the service of the Bank. Bank shall forfeit the deposit amount with accrued interest, if the candidate fail to report on extended due date. The extension of time in date of joining is only a one time measure and requests for further extension will not be entertained under any circumstances.

L. HOW TO APPLY

- (i) **Candidates are required to apply online through Bank's website www.keralagbank.com . No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for RRBs- CWE III conducted in September/October 2014) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website www.keralagbank.com and click on the link "**Careers**".
- (iv) Thereafter, open the "**Recruitment Notification CWE-III**".
- (v) Carefully fill in the details in the Online Application Form.
- (vi) **Candidates cannot edit their application after submission.**
- (vii) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- (viii) The Application printout along and required copies of documents should be kept ready for submission if shortlisted for Interview.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Interview** along with required documents mentioned below:

1. Printout of the online application submitted.
2. Interview Call Letter.
3. Printout of IBPS scores for the stipulated examination (CWE-III Score card).
4. Original and copies of 10th standard / 12th standard / Graduation examination Mark sheet in support of **local language "Malayalam"** for posts of Officer Scale I and Office Assistants (Multipurpose).
5. Original and copy of School leaving certificate or any other document as proof of age acceptable to the Bank.
6. Original and copy of Mark sheets / certificates in support of Educational Qualification.
7. Original and copy of certificate of Computer Course, as applicable;
8. Original and copy of Caste / PWD any other related certificate as applicable.
9. Original and copy of Photo identity proof.
10. Original and copy of PAN card.
11. Original and copy of Experience wherever applicable.
12. Original "No Objection Certificate" from the present employer, if employed.
13. Any other relevant document as given in the interview call letter, if any.

If selected for interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

M. CALL LETTERS FOR THE INTERVIEW

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.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

**Place: Malappuram
Date: 31-08-2015**

**Chairman
(Kerala Gramin Bank)**

