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 ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್ ವಿಶ್ವಾಸದ ಪ್ರತೀಕ	ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್ ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕು Karnataka Gramin Bank		
	(A Scheduled Bank established by Government of India: Sponsored by Canara Bank)		
ಮಾನವ ಸಂಪನ್ಮೂಲ ವಿಭಾಗ, ಪ್ರಧಾನ ಕಛೇರಿ, ಬಳ್ಳಾರಿ	ಮಾನವಸಂಸಾಧನ ಪಕ್ಷ ಪ್ರಧಾನ ಕಾರ್ಯಾಲಯ, ಬಲ್ಲಾರಿ	HUMAN RESOURCES WING Head Office, Ballari	
Head Office: 32, Sanganakal Road, Gandhinagar, Ballari - 583 103, Karnataka. Phone : (08392) 236421, 236409 e-mail: staffrecruit.clerks@kgbk.in			
REF No. : KaGB:HO:HRW:STF:3012:2024-25		DATE: 11.06.2024	

Ms. Supriya Appasaheb Umaranikar
D/o Appasaheb Shivagonda Umaranikar,
R/o 860 Plot No 8 Line Bazar Karvir,
Kolhapur,
Kolhapur,
MAHARASHTRA
Pin-416006

Please report for verification of credentials
/documents at Head Office, Ballari on
03.07.2024 @ 9.00 AM

IBPS RRB XII Roll No: 1753001659
Category: GENERAL
Mobile No: 9421233956
Email ID: umaranikarvimal@gmail.com

Madam,

SUB: OFFER OF APPOINTMENT IN THE BANK FOR THE POST OF GROUP-'B' OFFICE ASSISTANT (MULTIPURPOSE).
REF: COMMON RECRUITMENT PROCESS FOR RRB (CRP-XII) UNDERTAKEN BY IBPS UNDER RESERVE LIST

With reference to the above, we have pleasure in advising that you have been provisionally selected for an appointment in our Bank for the post of **Group-'B' Office Assistant (Multipurpose)** and placed under Reserve list. Accordingly, we are issuing this offer letter for appointment in the Bank.

If the terms and conditions are agreeable to you stipulated in this letter, you shall report at the following venue on the date and time mentioned hereunder for verification of Credentials and Documents.

Venue :	Karnataka Gramin Bank, Head Office, Sangankal Road, Gandhinagar, Ballari-583103 Karnataka	Date:	03.07.2024
		Time :	9:00 AM

Please note that this Offer of Appointment is subject to your complying with the following:

On being satisfied as to your Medical Fitness, Police Verification and authenticity of your documents like Certificates/Testimonials etc., your acceptance and compliance to the terms and conditions set out hereunder, you will be absorbed into the services of the Bank, as per Appointment Order to be issued separately.

Automatic cancellation of offer of appointment:

Please note that if you do not report on the date and time as mentioned above, with all the credentials indicated hereinafter, it will be construed that you are not willing to take up the service in the Bank. Consequently, this Offer of Appointment will lapse automatically at the end of **03.07.2024** and the Bank will not entertain any claim from you to the service in the Bank thereafter or engage in any type of correspondence.

Commencement of Services & Period of Probation:

Your service / probation period in the Bank will be counted / commenced from the date of your joining the Bank at the place of posting as per the Appointment order which will be issued separately.

TERMS AND CONDITIONS

1. The Service Conditions / Regulations applicable to you have been defined / set-out in the Karnataka Gramin Bank (Officers and Employees) Service Regulations 2019 and any amendments and alterations thereof and additions thereto, from time to time. A copy of the service regulation will be provided to you in due course for your personal reference and records.
2. **Period of Probation:** You will be on probation for a period of one year from the date of your reporting at the place of posting advised by us. During the period of probation, you shall show proper aptitude towards work, acquire thorough knowledge of Banking through Bank's Manual of Instructions, Circulars, Rules of Business, Policies, besides the procedures/system of working etc., and be able to discharge the duties and responsibilities of an employee with due diligence. The period of probation can be extended upto a maximum period not exceeding six months. In case you do not complete your probationary period upto the satisfaction of the Bank, **your services in the Bank will automatically cease at the end of the Probationary period, unless, in the mean time, you are informed by the Bank, in writing either that your probationary period is extended or that you are confirmed in the services of the Bank.** Please note that in case of your unsatisfactory performance during probation, your services are liable to be terminated by giving one month's notice or payment of one month's emoluments in lieu thereof.

Banking is a service industry and we are operating largely in rural areas, hence you are required to develop right attitude towards extending the excellent customer service, interaction with customers, field visits and habit of motivating customers / public for deposit mobilization and identifying prospective borrowers etc.,

3. You are liable to be posted to any Branch / Office of the Bank and that you are further liable to be transferred to any branch / office in the entire service area of the Bank from time to time at the sole discretion of the Bank.
4. During the period of probation, you may be required to serve at 3 to 4 different branches/offices in the entire service area of the Bank at the frequency as decided by the Bank to provide you better exposure and to acquaint yourself in various aspects of banking.
5. The Bank may entrust you with such duties as it may deem fit. It shall be your bounden responsibility to discharge the duties, which are entrusted to you as an employee of the Bank.
6. Salary and other emoluments applicable for the post are as under:

(Amount ₹)

Basic Pay	DA	Special Allowance	HRA
19,900	9,653	4,846	Depending upon place of posting

7. You will be compulsorily covered under Group (Term) Insurance Scheme existing in the Bank.
8. You shall not leave or discontinue your services in the Bank, even during probationary period, without giving notice, in writing, to the General Manager of the Bank, through proper channel, mentioning your intention to leave or discontinue

your services in the Bank. The period of such notice required is one month during probation and three months after confirmation or in lieu thereof, as compensation to the Bank, you are liable to make good a sum equal to your pay (being drawn at the time of such event) for the period of notice so required. Further, in the event of leaving or discontinuing your services in the Bank, you are also liable to refund the pay or allowance or both, drawn by you while on training and make good the training expenses incurred by the Bank or the Sponsor Bank, for deputing you to such training.

9. Indemnity Bond:

Further, you are required to execute an indemnity bond on non-judicial stamp paper of Rs 500/- agreeing to pay the Bank a sum of Rs. 2,00,000/- (Rs. Two lakh only) in the event of leaving services of the Bank during the period of probation. This will be in addition to the provisions of Staff Service Regulations of the Bank as mentioned in point No.8 above.

10. You shall possess the required level of computer literacy in MS DOS, MS Word, Excel, Networking etc., and if not, you shall acquire the same within a period of 6 months from the date of joining the Bank at your own cost, failing which the Bank would be entitled to consider you unsuitable for confirmation / continuation in service. You shall necessarily acquaint with the 'Core Banking Solutions' and other software / application systems of the Bank immediately after joining the services as you are required to perform your job on the said system.

11. Proficiency in Local language:

You shall possess proficiency in Kannada language. You should have studied Kannada in std VIII or any level above std VIII to consider you as proficient in Kannada language. If you do not meet this requirement at the time of selection, you will be given six months time from the date of joining the services of the Bank to acquire proficiency of Kannada language. Your proficiency of Kannada language will be tested at the end of six months or at the convenience of the Bank and you are required to qualify in the test, otherwise it will be dealt appropriately that includes termination of service. Therefore, you are required to make serious efforts to acquire proficiency to read, write and speak Kannada fluently within six months from the date of joining the Bank.

12. The offer of appointment in case of candidates belonging to SC/ST category is subject to verification of Scheduled Caste/Scheduled Tribe Certificates through proper channel. On verification, if it reveals that the claim that they belong to Scheduled Caste/Scheduled Tribe as the case may be, is false, their services will be terminated forthwith without assigning any reasons thereto and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

13. If your selection is under Scheduled Caste category, you should inform the Bank in writing in case you undergo change of religion.

14. The offer of appointment in case of OBC Category candidates is subject to the Other Backward Classes Certificates being verified through proper channels. On verification, if it reveals that the claim that they belong to Other Backward Classes or not belonging to the Creamy Layer, is false, their services will be terminated forthwith without assigning any reasons thereto and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.

15. The offer of appointment in case of candidates selected under Economically Weaker Section (EWS) is subject to verification of EWS Certificates through proper channel. On verification, if it reveals that the claim that they belong to EWS as the case may be, is false, their services will be terminated forthwith without assigning any reasons thereto and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

The benefit of reservation under EWS can be availed upon production of an Income and Asset certificate issued by a Competent Authority. The income and Asset certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates appearing for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.

16. Credit History:

a) You shall submit your credit history (CIBIL) report drawn on or after 01.06.2024. The acceptable CIBIL Score shall be as follows

SL No.	CIBIL Score	Remarks
1	650 & above	Acceptable
2	New to Credit (101 - 200)	
3	-1	
4	3-5	
5	Below 650	Not - Acceptable
6	1-2	

b) If the CIBIL status is not updated to the acceptable level as mentioned above, you have to either get the CIBIL status updated or produce the NOC from the lender to the effect that there is no outstanding with respect to the accounts adversely reflected in CIBIL, before the date of joining, failing which this offer of appointment shall stand withdrawn/cancelled.

Note: The Bank reserve the right to amend/change the above criteria at any point of time. The changes in the above criteria if any, will be informed before the commencement of document verification and the same is final and binding.

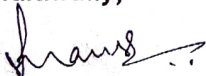
16. CANDIDATES EMPLOYED IN OTHER ORGANISATIONS ARE REQUIRED TO PRODUCE SATISFACTORY CERTIFICATES OF ACCEPTANCE OF RESIGNATION, UNCONDITIONAL RELIEF AND GOOD CONDUCT FROM THEIR PREVIOUS EMPLOYER/S AND ALSO FROM THE PRESENT EMPLOYER (IF ANY) WITHOUT WHICH, THEY WILL NOT BE ALLOWED TO JOIN THE BANK. THE PROFORMA OF DISCHARGE CERTIFICATE IS ENCLOSED.

18. You are required to submit six passport size recent photographs duly signed across the photographs and to mention your name, date of birth and blood group in BLOCK LETTERS on the reverse of all the photographs.

19. At the time of verification of your credentials at Bank's Head Office, Ballari, you are required to produce the credentials/testimonials/papers as per annexure. (Originals with one set of attested copies will be kept at our end till the date of completion of Probationary period).

20. If you are agreeable to the above terms and conditions, you are advised to confirm your acceptance through email ID - staffrecruit.clerks@kgbk.in on or before 21.06.2024.

Yours faithfully,



For GENERAL MANAGER