

**UTTARBANGA KSHETRIYA GRAMIN BANK**

Head Office : Sunity Road  
Coochbehar : 736 101 [West Bengal]  
(Sponsored by Central Bank of India)

Phone ::(03582)229301 - 229305

Fax-( 03582) 229306

e-mail : ubkgb\_76@rediffmail.com

www.uttarbangakgbank.com

**Applications are invited from Indian citizens for appointment as Officers Scale III, Scale II & Scale I – Group "A" & from Indian citizens domicile of West Bengal for Office Assistant – Group "B"**

<b>Starting Date of On Line Registration</b>	<b>25-07-2011</b>
<b>Last Date of On Line Registration</b>	<b>16-08-2011</b>

**1. Dates for Written Examination**

Post Code	Post	Dates
1.	Officer Scale – III – Group "A"	<b>25-09-2011</b>
2.	Officer Scale – II – Group "A"	<b>25-09-2011</b>
3.	Officer Scale – I – Group "A"	<b>25-09-2011</b>
4.	Office Assistants – Group "B"	<b>09-10-2011</b>

**2.****VACANCIES :**

Posts	PostCode	Number of Vacancies					Out of which	
		SC	ST	OBC	GEN	TOTAL	PC including VI, HI & OC	EXS
Officer Scale -III	01	-	-	-	2	***2	-	-
Officer Scale -II	02	2	1	5	11	**19	-	-
Officer Scale -I	03	5	2	9	18	34	1	-
Office Assistant	04	6	1	6	15	28	1	-

\*\*\* These vacancies are to be filled up with 1(One) Law Officer and (1) One Chartered Accountant.

\*\* These vacancies are to be filled up with (4) Four IT Officer, 3(three) Agriculture Officer and 12 (twelve) General Banking Officer.

**Abbreviations stand for :**

<b>SC</b>	Scheduled Caste	<b>GEN</b>	General Category	<b>HI</b>	Hearing Impaired
<b>ST</b>	Scheduled Tribe	<b>PC</b>	Physically Challenged	<b>OC</b>	Orthopedically Challenged
<b>OBC</b>	Other Backward Classes	<b>VI</b>	Visually Impaired	<b>EXS</b>	Ex-Serviceman

**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.**

**3. PAY SCALE & EMULUMENTS :**

**POST CODE – 01 : Officer Scale III : 25700 – 800 – 29700 – 900 – 31500**

**POST CODE – 02 : Officer Scale II : 19400 – 700 – 20100 – 800 – 28100**

**POST CODE – 03 : Officer Scale I : 14500 – 600 – 18700 – 700 – 20100 – 800 – 25700**

**POST CODE – 04 : Office Assistant : 7200 – 400 – 8400 – 500 – 9900 – 600 – 12300 – 700 – 17200 – 1300 – 18500 – 800 – 19300**

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

**4. ELIGIBILITY CRITERIA :****1. 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 1<sup>st</sup> 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

A candidate must also be a domicile of West Bengal for both posts.

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

(a) An Orthopedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certificate by a Medical Board appointment 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 from 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 prenatal, 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 purpose 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 of low vision.

Blindness – refer 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 as 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.

### **Use of Scribe :**

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 60% or lesser marks.
- iv) Both the candidates as well as scribe will have to give a suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/she did not fulfill any of the laid down eligibility criteria or suppresses material facts, the candidature of the applicant will stand cancelled, irrespective of the result or 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.

## **3. EDUCATIONAL QUALIFICATION (As on 30.06.2011) :**

### **POST CODE 1 : OFFICER SCALE – III**

Degree from a recognized University in any discipline or its equivalent with a minimum of 50% marks in aggregate.

Preference will be given to the candidates having degree in Law and Chartered Accountant.

**Experience:** Minimum 5 years experience as an Officer in any Bank or Financial Institutions..

### **POST CODE 2 : OFFICER SCALE – II**

#### **Information Technology Officer (IT 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 experience:-** Certificate in ASP, PHP, C++, Java, VB, VC, OCP etc.

**Experience** – 1 year.

#### **Agriculture Officer**

Degree from a recognized University in any discipline in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agriculture Engineering, Pisciculture and Dairy or its equivalent, with a minimum of 50% marks in aggregate.

**Experience** – 2 years.

#### **General Banking Officer**

Degree from a recognized University in any discipline 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, Agriculture Engineering, Pisciculture, Agriculture Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy.

**Experience** - 2 years as an Officer in Bank or Financial Institution.

#### **POST CODE – 3 OFFICER SCALE-1**

Bachelor Degree of a recognized university in any discipline or its equivalent.

Preference will be given to the candidates having degree / diploma in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agriculture Engineering, Pisciculture, Agriculture Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy.

#### **POST CODE – 4 OFFICE ASSISTANT**

Bachelor Degree or its equivalent of a recognized university in any discipline.

**Desirable** – Knowledge of Computer skills.

#### **For the posts Code – 1 to 4**

- Proficiency in Bengali is essential.
- Knowledge of English required.
- Preference will be given to candidates with Computer Knowledge.

#### **4. APPLICATION FEE (FOR POSTS 1 TO 4) INCLUDING POSTAL CHARGES : (NON-REFUNDABLE)**

S.No.	Category	Total ( ` )
1	SC/ST/PC/EXS	` 50.00
2	OBC/GEN	` 400.00

Payment of Fee will be made by NEFT from any other Bank to the account of Uttarbanga Kshetriya Gramin Bank with Central Bank of India, Coochbehar Branch bearing account No. 3131233627 [IFSC CODE CBIN0281032). Candidates have to collect the UTR Number and name of the bank and branch for filling the same in appropriate columns of the application.

**Important Note:** Candidates will not be permitted to appear at the written test without producing of the NEFT Receipt and Photograph.

- Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.
- Fees should be paid invariably **between 25-07-2011 and 16-08-2011** only. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.

#### **5. SELECTION PROCEDURE :**

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

#### **POST CODE – 1 and 2 - [Officer Scale – III and II] :**

##### **Objective test:**

**Duration : 2 hours 30 minutes.**

S.No.	Name of the Test	Medium of Exam	No. of questions	Maximum Marks
1	Test of Reasoning	English	50	50

2	Test of Quantitative Aptitude & Data Interpretation	English	50	50
3	Test of Financial Awareness	English	50	50
4	General English	English	50	50
	Total :::::		200	200*

**POST CODE – 3 and 4 - [Officer Scale – I and Office Assistant].**

**Objective test:**

**Duration : 2 hours 30 minutes.**

S.No	Name of the Test	Medium of Exam	No. of questions	Maximum Marks
1	Test of Reasoning	English	50	50
2	Test of Numerical Ability	English	50	50
3	General Knowledge	English	50	50
4	General English	English	50	50
	Total :::::		200	200*

\* Marks will further be reduced to 70

**For Post Code 1 to 4**

**Wrong answers given in the objective test will result in negative marks.**

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 interview in the ratio of 1:3. Mere eligibility/pass in the test shall NOT vest any right for being called for interview. The detailed information regarding the written examination will be given in the "Acquaint Yourself Booklet" which will be sent to the candidates along with the call letters for the Written Examination.

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

**6. TEST DATE AND CENTRES OF EXAMINATION (FOR POST CODE 1 TO 4):**

The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letter for the examination.

**POST CODE 1 Officer Scale-III –Date of Examination : 25-09-2011**

**POST CODE 2 Officer Scale-II – Date of Examination: 25-09-2011**

**POST CODE 3 Officer Scale-I – Date of Examination: 25-09-2011**

**POST CODE 4 Office Assistant – Date of Examination: 09-10-2011**

**NAME OF CENTRES AND CENTRE CODES**

The written test will be scheduled at the following centres and the address of the venue will be advised in the call letter.

S.No.	Name of the Centre	Centre Code
1.	Siliguri	11

**NOTE:**

The Bank reserves the right to cancel or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to waive any of the criteria for selection looking at the requirement and exigencies.

**7.** Candidates will have to produce a hard copy of the application form along with the following certificate (photocopy for submission and originals for verification) at the time of interview:-

- Secondary School certificate/School leaving certificates for proof of age.
- Marks sheet (year wise) showing specially the subjects studied and certificate/s in support of educational qualification viz. SSLC / HSC / Graduate Degree, Post Graduation Degree, Professional/Research qualification etc.

- A candidate belonging SC/ST/OBC/PC category should attach a certified copy of the SC/ST/OBC/PC certificates issued by the Component 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 or 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.
- An Ex-serviceman candidate has to enclose a copy of the discharge certificate, retirement/pension order and documentary proof of rank last held.
- Candidates serving in Government / Public Sector Undertakings (including Banks) should produce no objection certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered.

## 8. PRE-EXAMINATION TRAINING (PET)

It is proposed to impart free Pre-Examination Training to limited candidates belong to SC / ST / Minority Community / Ex-Servicemen candidates at Coochbehar, West Bengal tentatively. The Training Centre may 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 online application format. All expenses regarding travelling, boarding, lodging etc. will be borne by the candidate only for attending the Pre-Examination Training Programme at the concerned training Centre.

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

## 10. PROBATION :

POST CODE – 01 : Officer Scale III	:: 02 years (shall be extendable by 1 year)
POST CODE – 02 : Officer Scale II	:: 02 years (shall be extendable by 1 year)
POST CODE – 03 : Officer Scale I	:: 02 years (shall be extendable by 1 year)
POST CODE – 04 : Office Assistant	:: 01 year (shall be extendable by 6 months)

## 11. HOW TO APPLY

All eligible candidates are required to apply online only in the prescribed Format through Bank website [www.uttarbangakgbank.com](http://www.uttarbangakgbank.com), from **25-07-2011** to **16-08-2011**. Please note that the last date for submission of online application is **16-08-2011**. No other means / mode of application will be accepted.

### PROCEDURE FOR PAYMENT OF APPLICATION FEE / POSTAL CHARGES:

The application fee / postal charges should be paid **between 25-07-2011 and 16-08-2011**

S.No.	Category	Total (₹)
1	SC/ST/PC/EXS	₹ 50.00
2	OBC/GEN	₹ 400.00

The application fee / postal charges can be paid by Paying the amount through NEFT in any other Bank.

Fill the NEFT challan of that Bank with Beneficiary details as follows.

**Name of the Account : Uttarbanga Kshetriya Gramin Bank - RECRUITMENT**  
**ACCOUNT NO. : 3131233627**  
**PAYEE BANK : Central Bank of India, Coochbehar Branch**  
**IFSC CODE : CBIN 0281032**

Make Payment, Collect NEFT payment receipt from the Bank where you have made the payment. Please check that receipt is properly signed and the details of NEFT UTR NO., IFSC code of the sending Bank branch, city name, Deposit date, Amount etc. are noted in the NEFT Challan by the Branch authorities.

Candidates should keep the 'Candidate's Copy' of the remitted NEFT Challan with them and produce the same at the time of the written test along with the latest passport size photograph.

Note : Candidates will not be permitted for the Written Test without the production of the NEFT Challan and Photograph.

- Log on to bank website for applying online.

Even if the last date of registration changes due to technical reasons, the valid dates for payment of application fee / postal charges will not be changed. Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted.

- Candidates should have a valid personal e-mail id. In case, candidate is not having valid e-mail id, he/she should create a new e-mail id. This e-mail id should be valid for the duration of the project.
- Candidates are first required to go to the Bank's website [www.uttarbangakgbank.com](http://www.uttarbangakgbank.com) and Take a Print of the 'NEFT CHALLAN'. Fill in the NEFT CHALLAN in a clear and legible handwriting in BLOCK LETTERS. Go to any of the Bank's Branch with the NEFT CHALLAN and pay, in Cash, the appropriate Application Fee in the designated Account as given in the NEFT CHALLAN.
- Please note that without valid payment details, on-line registration of application will be summarily rejected.
- Candidates are required to visit the Bank's website [www.uttarbangakgbank.com](http://www.uttarbangakgbank.com) and apply for the post.
- The link for registration of application will be open on our website on the dates indicated at the top of this advertisement.
- After filling in all the required particulars, candidates shall submit the application on-line.
- There is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This Modification facility shall be available after 2 days of registration & up to the last date for on-line registration. Modification will be allowed only 3 times. After the last date, no modification will be permitted.
- Candidates should take utmost care to furnish the correct details while filling in on-line application.
- After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank. The print out of the on-line application will have invariably to be submitted at the time of Interview.
- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.
- The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- 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.

## 12. GENERAL INSTRUCTIONS :

- 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. No correspondence or personal enquires shall be entertained by the Bank in this behalf.
- 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.
- A recent passport size photograph should be firmly pasted on the NEFT Challan (Candidates copy) and should be signed across, by the candidate. Five 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.**
- Only candidate willing to serve anywhere in West Bengal should apply.
- The decision of the Bank in all matters regarding eligibility of the candidate the stages at which such security or 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.

- f) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre / venue / specific post of a candidate(s).
- g) 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.
- h) Any request for change of address will NOT be entertained.**
- i) Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the courts situated in Coochbehar, West Bengal. In case any dispute arises on account of interpretation of version other than English the English version will prevail.
- j) Candidates who wish to apply for more than one post have to pay the application fees separately for each post and apply for each post separately.
- k) No candidate is permitted to use calculator, Mobile, pager 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 online well in time before the last date to avoid possible technical snags.
  - 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.
- l) Canvassing in any form will be disqualification.**

**2. Competent Authority for issuer of certificate to SC/ST/OBC/PC is as under :**

(a) **For SC/ST/OBC** – District Magistrate / Addl. Distt. Magistrate / Collector / Deputy Commissioner / Addl. Deputy 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 Tahsildar / Sub Divisional Officer of the area where the candidate and/or his/her family normally resides. In OBC Category the appointment will be provisional and will 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 reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate. The crucial date for this purpose will be last date of receipt of application.

(b) **For Physically Challenged** – the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Government. 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.

#### **14. 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 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:
  - To be disqualified from the examination for which he / she is a candidate.
  - To be debarred either permanently or for a specified period from any examination or recruitment conducted by Uttarbanga Kshetriya Gramin Bank.
  - 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.



**15. LAST DATE FOR RECEIPT OF APPLICATIONS ONLINE:****POST CODE – 1 to 4**

Applications should be submitted on-line on or after **25-07-2011** but in all cases on or before **16-08-2011**

**16. CALL LETTERS FOR WRITTEN EXAMINATION : POST CODE – 1 to 4**

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 ordinary post. An eligible candidates who does not receive the call letter by (i) 19-09-2011 for Post Code-01 "Officer Scale-III", Post Code-02 "Officer Scale-II" & Post Code-03 "Officer Scale-I" and (ii) 03-10-2011 for Post Code-04 "Office Assistant " should contact the offices at the addresses given below at the respective centres (details of which will be released in Bank's website on [www.uttarbangakgbank.com](http://www.uttarbangakgbank.com)), with details of his/her name, address, original copy of the NEFT Challan for the fee deposited alongwith a photograph pasted thereon, for obtaining duplicate call letters or download from the [www.uttarbangakgbank.com](http://www.uttarbangakgbank.com). Duplicate call letters will be issued between 10.00 A.M.to 2.00 P.M. as per the following schedule:-

Post Code-01 Officer Scale-III	from 20-09-2011 to 24-09-2011
Post Code-02 Officer Scale-II	from 20-09-2011 to 24-09-2011
Post Code-03 Officer Scale-I	from 20-09-2011 to 24-09-2011
Post Code-04 Office Assistant	from 04-10-2011 to 08-10-2011

For Duplicate Call Letters candidates may contact, as per above schedule, at the following address:-

Centre	The Complete Address with Phone No. & Fax No.
Siliguri	Uttarbanga Kshetriya Gramin Bank Area Office, Siliguri Rishi Aurobinda Road, Post. Siliguri-734001 Dist. Darjeeling, West Bengal Phone No. (0353) 2526174, Fax No. (0353) 2525267

15. **This advertisement has been displayed in the Bank's website : [www.uttarbangakgbank.com](http://www.uttarbangakgbank.com)**

16. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

17. Employees of Uttarbanga Kshetriya Gramin Bank are also eligible to apply for the posts as aforesaid subject to fulfilling the specification stipulated.

**PLACE : COOCHBEHAR (WEST BENGAL)**

**CHAIRMAN**