

## INSTRUCTIONS TO THE CANDIDATES

1. Candidates are required to attend to Pre Recruitment Verification on 06.06.2018 at the following address without fail.

**ANDHRA PRAGATHI GRAMEENA BANK, HEAD OFFICE, MARIYAPURAM,  
KADAPA. PIN CODE-516 003. PHONE: 08562-259016**

2. The following are the requirements to be submitted without fail while reporting on **06.06.2018**.

- i) Printouts of call letter for CWE-VI online examination/interview and provisional allotment letter from IBPS, Mumbai.
  - ii) Original Certificate in respect of Date of Birth/SSC or its equivalent examination evidencing proof of your date of birth and technical or Professional qualification/ Computer qualification, Experience Certificate for having worked in a Bank/ Financial Institution, Study Certificates from SSC onwards along with **4 sets xerox copies thereof duly attested by Gazetted Officer**.
  - iii) Mark-sheets and final degree certificate regarding Graduation or equivalent qualification, etc. from Board/University for having declared the results on or before 14.08.2017 has to be submitted. Certificates in original along with **4 sets xerox copies thereof duly attested by Gazetted Officer** in support of your educational qualification such as consolidated mark sheets and final degree certificate regarding graduation, etc.
  - iv) Statement showing particulars of loans availed along with a latest certificate from the Bank/Financial Institution. If no loans are availed, a Declaration to that effect shall be submitted (Annexure-I).
  - v) Character certificate (Annexure-II) given by a Gazetted Officer and Testimonials (Annexure-III) from 2 persons (not related to you), out of which, one must be from the Principal/ Head of Department of the College/University which you last attended, and one from a respectable citizen of the place of your permanent residence.
  - vi) Residence Certificate issued by Tahsildar for the preceding 5 years (Annexure-IV).
  - vii) Caste/Category certificate issued by Competent Authority in the prescribed format as stipulated by Govt. of India in case of Scheduled Caste/Scheduled Tribes/ OBC/ PWD category candidates. In case of candidates belonging to OBC category, certificate issued after 14.08.2017 should specifically contain a clause that the candidate does not belong to creamy layer section [Annexure-V (A) for SC/ST & Annexure-V(B) for OBC].
  - x) Disability certificate in case of VI/HI/OC persons from Medical Board ((Annexure-VI).
- x) Comprehensive Certificate of physical fitness in the enclosed form, from a qualified doctor of rank not less than that of a Civil Surgeon (Govt. Doctor)[pdf document placed in Bank's website). Fitness certificates issued by Asst. Civil Surgeon/ Deputy Civil Surgeon will not be accepted.
- xi) 5 copies of your recent passport size photograph.
  - xii) No objection certificate from the previous employer, if already employed.
  - xiii) 2 sets of self attested ID proofs i.e. PAN card, Voter Card and Aadhaar Card (for photo ID proof), etc.
  - xiv) IBPS declaration (Annexure-VII).
  - xv) Police verification/clearance certificate from your local area police station.

3. While preparing the Notarised Agreement (specimen copy enclosed), the subject matter shall be typed neatly on a Non Judicial stamp paper of Rs.100/- and the date of joining in 3 para of agreement shall be kept blank.

4. Agreements not in order in any respect are liable to be rejected.
5. Both employee and Guarantor shall sign at the bottom of every page of the agreement as indicated in the specimen. Each page of the agreement shall be notarized along with the seal and signature of the Notary.
6. Guarantor shall be a person who is not directly related to the employee. He shall be capable to discharge his liability in case of contingency. Students, Minors & House wives are not accepted as guarantor.
7. The agreement shall be signed by a guarantor, witnessed by two persons and shall be notarized.
8. Name, occupation and full address of the Guarantor, Witness-I & II shall be furnished clearly in the agreement.
9. Two self-attested ID Proofs like--AADHAAR CARD, PAN CARD, VOTER ID, PASSPORT etc, pertaining to Self, Guarantor, Witness-I & Witness-II shall be submitted.
10. For the persons who stand as guarantor - Proof of income & Assets of guarantor like salary certificate along with employment ID/ latest income certificate issued by the employer/salary disbursing authority with his/her seal along with evidences for having assets in the name of guarantor shall be submitted.
11. Biometric verification of all the candidates and proficiency test in local language will be conducted on 06.06.2018 and failure of identity and proficiency in local language will forfeit their appointment.

**Annexure-I**

DETAILS OF LOANS AVAILED BY THE CANDIDATE  
FROM BANKS/FINANCIAL INSTITUTIONS

A) I have availed loans from the following Banks/Financial Institutions.

(Amount in Rs.)

Sl. No.	Name of the Bank & Branch	Nature of the facility availed & A/c. No.	Amount of original advance	Amount outstanding as on date

B) I have not availed any loan from any Bank or Financial Institution.

**(Strike out whichever is not applicable)**

I declare that the above particulars are true and correct.

Place :

Date :

Signature of the Candidate

(Name: \_\_\_\_\_ )

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(Enclose latest certificate from Bank/Financial Institution as per Point No. 14 of Appointment Order.)

Annexure-II

CHARACTER & CONDUCT CERTIFICATE

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_ (Name in full),  
S/o/W/o/D/o \_\_\_\_\_, is a resident of  
\_\_\_\_\_ village/town \_\_\_\_\_ District. He/she is  
known to me since \_\_\_\_\_ years. His/her character and conduct  
are \_\_\_\_\_.

PLACE:

Signature:

DATE:

Name:

Designation/Seal and address of Gazetted Officer

**Annexure-III**

**TESTIMONIAL**

This is to inform that Mr/Mrs/Ms ..... S/o / W/o / D/o  
..... residing at  
.....  
..... is known to me for the last ..... Years and he/she is hard working and sincere.  
His/her character and conduct are .....

Place:

Date:

Signature:

OFFICE SEAL:

Name:

Address:

**(Out of two testimonials one should be obtained from the college/institute where he/she last studied)**

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**TESTIMONIAL**

This is to inform that Mr/Mrs/Ms ..... S/o / W/o / D/o  
..... residing at  
.....  
..... is known to me for the last ..... Years and he/she is hard working and sincere.  
His/her character and conduct are .....

Place:

Date:

Signature:

OFFICE SEAL:

Name:

Address:

**(Out of two testimonials one should be obtained from the college/institute where he/she last studied)**

**Annexure-IV**

**RESIDENCE CERTIFICATE**

This is to certify that Sri/Kum. ...., Son/  
Daughter of ..... has resided for a period of more than  
..... Years preceeding the date of issue of this Certificate in the following  
place/s.

Sl. No.	Village	Mandal	District	Period

Note: This certificate is issued as per GO.Ms.No.1059 Revenue (VA) Dept.  
Dt. 31.07.2007.

Place:

ROUND SEAL

TAHSILDAR

Date:

**Annexure-V (A)**

**FORM OF CERTIFICATE PRESCRIBED FOR SCHEDULED CASTE OR SCHEDULED TRIBE**

Form of Certificate as prescribed in M.H.A. O.M.. No.42/21/49-NGS, dated 28.01.1952, as revised in Dept. of Per & A.R. Letter No. 36012/6/76-Estt (S.C.T.) dated 29.10.1977, to be produced by a candidate belonging to a **Scheduled Caste or Scheduled Tribe** in support of his/her claim.

**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Shrimathi\*/Kumari\* ..... Son/daughter\* of ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... belong to the .....Caste/Tribe\* which is recognized as a **Scheduled Caste/Scheduled Tribe\*** under :

- \*The Constitution (Scheduled Castes) Order, 1950
  - \*The Constitution (Scheduled Tribes) Order, 1950
  - \*The Constitution (Scheduled Castes) (Union Territories) Order, 1951
  - \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951
- {As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

- \*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
- \*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \*The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990
- \*The Constitution (Scheduled Tribes) Order Amendment Act, 1991
- \*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991

(i) This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi\* .....father/mother\* ..... of Shri/Shrimathi/Kumari\* .....of .....village/ town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belongs to the ..... Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* ..... issued by the ..... Dated .....

(ii) Shri/Shrimathi\*/Kumari\* ..... and/or\* his/her family ordinarily reside(s) in village/town\* ..... of ..... District/Division\* of the State/Union Territory of .....

Signature .....  
Designation.....  
(With seal of Office)

Place ..... State  
Date ..... Union Territory

**NOTE:** The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\*Please delete the words which are not applicable.

## **AUTHORITIES EMPOWERED TO ISSUE SCHEDULED CASTE/SCHEDULED TRIBE CERTIFICATES**

{G.I. Dept. of Per. & Trg. O.M. No. 3012//88-Estt. (SCT), (SRD III) dated 24.04.1990} The

under mentioned authorities have been empowered to issue Caste Certificates of verification :

- (iii) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- (iv) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (v) Revenue Officer not below the rank of Tehsildar
- (vi) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides

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**Annexure-V (B)**  
**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES**

**APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that .....Son/daughter of  
.....Village.....District/  
Division.....in.....State belongs  
to.....community which is recognized as a backward  
class under.

- (iii) Resolution no. 12011/68/93-BCC(C) dated 10.09.1993 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 186 dated 13.09.1993.
- (iv) Resolution no. 12011/9/94-BCC dated 10.10.1994 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 163 dated 20.10.1994.
- (v) Resolution no. 12011/7/95-BCC dated 24.05.1995 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 88 dated 25.05.1995.
- (vi) Resolution no. 12011/44/96-BCC dated 06.12.1996 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 210 dated 11.12.1996.
- (vii) Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 129, dated 08.07.1997.
- (viii) Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 164, dated 01.09.1997.
- (ix) Resolution no. 12011/99/94-BCC published in the Gazette of India, Extra ordinary no. 236, dated 11.12.1997.
- (x) Resolution no. 12011/13/97-BCC published in the Gazette of India, Extra ordinary no. 239, dated 03.12.1997.
- (xi) Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 166, dated 03.08.1998.
- (xii) Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 171, dated 06.08.1998.
- (xiii) Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 241, dated 27.10.1999.
- (xiv) Resolution no. 12011/88/98-BCC published in the Gazette of India, Extra ordinary no. 270, dated 06.12.1999.
- (xv) Resolution no. 12011/36/93-BCC published in the Gazette of India, Extra ordinary no. 71, dated 04.04.2000.

Shri..... And/or his family ordinarily resides in the  
.....District/Division of the.....State. This is also to  
certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in column 3 of the  
Schedule to the government of India, Department of Personnel & Training OM No. 36012/22/93-  
Estt(SCT) dated 08.09.1993.

Dated: \_\_\_\_\_ Tahsildar  
District Magistrate/Dy Commissioner etc.,

NB: a) The term ordinarily used here will have the same meaning as in section 20 of the Representation of People Act 1960.

b) The Authorities competent to issue caste certificates are indicated below.

(vii) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the Rank of 1<sup>st</sup> Class Stipendiary Magistrate.

(viii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(ix) Revenue Officer not below the rank of Tahsildar and

(x) Sub-Divisional Officer of the area where the candidate and or his family resides.

**Declaration format for the candidates seeking reservation as OBCs in addition  
to the Certificate issued by the Competent Authority**

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“I ..... son/daughter of  
Shri .....resident of village .....  
Town/City ..... District.....  
State ..... hereby declare that I belong to the  
..... Community which is recognized as a Backward Class by  
the Government of India for the purpose of reservation in services as per orders  
contained in Department of personnel and Training Office Memorandum No.  
36012/22/93/Estt (SCT) dated 08.09.1993. It is also declared that I do not belong to  
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above  
referred Office Memorandum dated 08.09.1993”.

**SIGNATURE OF THE CANDIDATE**

**Annexure-VI -FORMAT OF DISABILITY CERTIFICATE**

**NAME & ADDRESS OF THE INSTITUTE / HOSPITAL:**

Certificate No.

Date :

Recent photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

**DISABILITY CERTIFICATE**

This is certified that Shri/Smt/Kum.....Son/wife/daughter of Shri .....

age..... sex .....identification mark(s) .....is suffering from permanent disability of following category :

1.A. Locomotor or cerebral palsy :

- (xvi) BL-Both legs affected but not arms
- (ii) BA-Both arms affected (a) Impaired reach (b) Weakness of grip
- (xi) BLA-Both legs and both arms affected
- (iv) OL – One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (v) OA – One arm affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (vi) BH – Stiff back and hips (can not sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision

- (i) B-Blind
- (ii) PB – Partially Blind

C. Hearing impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of .....years.....months\*.

3. Percentage of disability is his/her case is .... percent.

4. Shri/Smt./Kum.....meets the following physical requirements for discharge of his/her duties.

- (i) F-can perform work by manipulating with fingers Yes/No
- (ii) PP-can perform work by pulling and pushing Yes/No
- (iii) L-can perform work by lifting Yes/No
- (iv) KC-can perform work by kneeling and crouching Yes/No
- (v) B-can perform work by bending Yes/No
- (vi) S-can perform work by sitting Yes/No
- (vii) ST-can perform work by standing Yes/No
- (viii) W-can perform work by walking Yes/No
- (ix) SE-can perform work by seeing Yes/No
- (x) H-can perform work by hearing/speaking Yes/No
- (xi) RW-can perform work by reading and writing Yes/No

(Dr.....)  
Member  
Medical Board

(Dr.....)  
Member  
Medical Board

(Dr.....)  
Chairperson  
Medical Board

Countersigned by the  
Medical Superintendent/CMO/Head of  
Hospital (with seal)

\*strike out whichever is not applicable.

**Annexure-VII**

**DECLARATION**

I Mr./Ms./Mrs. \_\_\_\_\_

S/o./D/o./W/o. \_\_\_\_\_ Prob. Office  
Assistant (Multipurpose) hereby declare that

1. I have not resorted to any unfair practices in the written test conducted by IBPS for the above post.
2. The Certificates of my Educational Qualifications submitted to the Bank are genuine.
3. The Caste Certificate produced by me is genuine and issued by the competent authority.
4. I submit that there are no criminal cases against me

I further declare that

A) I was previously employed in \_\_\_\_\_  
organization as \_\_\_\_\_ (cadre) from \_\_\_\_\_  
and relieved from the said organization on \_\_\_\_\_. I am  
herewith enclosing the original relieving letter and experience  
certificate.

B) I hereby declare that I am not employed anywhere as on date.

C) I hereby declare that I do not have any self-employment / I have  
wound up my Self-employment unit.

I submit that the above information is true and correct and if any  
information furnished above is false, I am liable for disciplinary action/  
any appropriate action that will be initiated by the bank and I also  
forfeit my selection/appointment to the above post in the Bank.

Place:	Signature of the Candidate
Date:	Name:
	Address:

**Specimen copy of Agreement for Office Assistant Cadre. (not to be typed on the stamp paper)**

*Type on  
Rs. 100/- Non Judicial  
Stamp paper*

THIS AGREEMENT is made and executed by Sri/ Smt /Kumari \_\_\_\_\_ -  
\_\_\_\_\_ S/o, \_\_\_\_\_ W/o, \_\_\_\_\_ D/o  
\_\_\_\_\_ aged about \_\_\_\_\_ years, residing at  
\_\_\_\_\_ (hereinafter called the "Probationary Office Assistant") of the first  
part and Sri/Smt/Kumari. \_\_\_\_\_ S/o, W/o, D/o of  
\_\_\_\_\_ aged about \_\_\_\_\_ years, residing at  
\_\_\_\_\_ (hereinafter called the "Guarantor") of the second part in  
favour of ANDHRA PRAGATHI GRAMEENA BANK, a Bank constituted and functioning under  
Regional Rural Banks Act, 1976 with its Head Office situated at Kadapa in Kadapa District of  
Andhra Pradesh State, hereafter called "the Bank".

WHEREAS the Probationary Office Assistant has been selected by the Bank and WHEREAS as per  
the appointment letter No. \_\_\_\_\_ dated \_\_\_\_\_, issued by the  
Bank to the Probationary Office Assistant, one of the conditions of the appointment is that the  
Probationary Office Assistant should execute an agreement along with a Guarantor in favour of  
the Bank agreeing to serve the Bank for a minimum period of 1 year from the date of joining the  
services of the Bank and for such extended period as may be deemed necessary and that in the  
event of his/her leaving the organization voluntarily / resigning from the services of the Bank  
within a period of 1 year on his/her own accord, the Probationary Office Assistant and the  
Guarantor are jointly and severally liable to pay compensation to the Bank; and

WHEREAS the Office Assistant has agreed to join the Bank on \_\_\_\_\_ as a Probationary  
Office Assistant and in terms of the letter of appointment, the Office Assistant along with a  
Guarantor executes this agreement, the terms and conditions of which are as follows:

1. The Probationary Office Assistant hereby agrees to serve the Bank for a minimum period  
of ONE year from the date of joining, under the rules and Service conditions of the Bank,  
irrespective of the place of posting or subsequent places of the transfers, which are  
under the sole discretion of the Bank. The period of one year **active service** in the Bank  
is taken into consideration for the purpose.

If he/she wishes to leave the Bank voluntarily / resigns from the services of the Bank or  
fails to extend **one year of active service in the bank** for any reason, the  
Probationary Office Assistant and the Guarantor hereby jointly and severally agree to pay  
**Rs.1,00,000/- (Rupees One lakh only)** to the Bank by way of compensation and/or  
liquidated damages on demand by the Bank.

2. The Office Assistant shall be on probation for a period of one Year in terms of Bank's  
service conditions and the above period of one year is extendable by six months  
mentioned supra shall commence from the date of commencement of probation period.

GUARANTOR

PROBATIONARY OFFICE ASSISTANT

The Probationary Office Assistant shall not, without the express prior approval in writing of the appropriate authority in the Bank, apply for any job, accept assignment or other employment for profit, until the Office Assistant has fulfilled his/her obligation at clause No.1 above. In case the Office Assistant violates this and/or resigns to accept any other fresh job, the amount mentioned above shall be paid before getting relieved from the services of the Bank.

3. The Probationary Office Assistant hereby agrees to obey and abide by all the rules, regulations, service conditions, conduct & discipline of the Bank as per the Andhra Pragathi Grameena Bank (Officers' and Employees') Service Regulations 2010".
4. The Bank is at liberty to remove the Probationary Office Assistant from the services of the Bank during the period of probation without assigning any reasons or without giving any prior notice by invoking regulation No.9 (2) (a) & 10 of Andhra Pragathi Grameena Bank (Officers' and Employees') Service Regulations 2010.
5. The Probationary Office Assistant and the Guarantor shall be personally liable to pay the above amount to the Bank notwithstanding and without prejudice to the Bank's right to recover the said amount. In case of the Office Assistant's failure to make the said payment, the Bank reserves the right to recover the same by appropriating any sum that may be due to the Probationary Office Assistant by way of salary, allowance, Provident Fund etc., or any other terminal benefits due to the Office Assistant and also without prejudice to the Bank's right to take any disciplinary action against the Probationary Office Assistant under the Service Regulations.
6. This agreement will remain in full force till the completion of one year of active service, or the Probationary Office Assistant and the Guarantor are discharged of all the liabilities under this agreement by the Bank.
7. The Probationary Office Assistant and Guarantor hereby agree faithfully to fulfill the terms of this agreement and the Bank has agreed to take him/her as a Probationary Office Assistant on such assurances and on those promises.
8. Any dispute arising out of this agreement is subject to the jurisdiction of court in Kadapa town only.

IN WITNESS WHEREOF we have set our hands unto this \_\_\_\_\_ day of \_\_\_\_\_ 201..... at \_\_\_\_\_.

GUARANTOR (Name: _____ ) Occupation: Address:	PROBATIONARY OFFICE ASSISTANT (Name: _____ )
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Witnesses:

01. Name : _____	Signature: _____
Occupation : _____	
Address : _____	

02. Name : _____	Signature: _____
Occupation : _____	
Address : _____	