



**NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT**

(Advertisement No.4 / OA-DDN/2015-16)

Applications are invited from Indian citizens for the post of Office Attendants in Group 'C' service of National Bank for Agriculture and Rural Development (NABARD), at its Uttarakhand Regional Office, Dehradun.

The candidates must have a valid Employment Exchange Registration number from any of the Government Employment Exchanges in Uttarakhand State.

1. Post & Eligibility:

Distribution of vacancies

Total 04 vacancies:

- i) 01 vacancy reserved for SC candidates.
- ii) 02 vacancies for Unreserved (UR) candidates.
- iii) 01 vacancy reserved for PH candidates (Orthopaedically Handicapped- One Arm Affected (R or L) – a) impaired reach b) weakness of grip c) at axis, One Leg Affected (R or L) – a) impaired reach b) weakness of grip c) at axis, Visually Handicapped – Low Vision, Hearing Impaired- partially deaf

The reservation for PH candidates is horizontal, as such they may belong to any category, i.e. UR/SC/ST/OBC

Note: The Bank reserves the right to increase / decrease the number of vacancies or not to fill up the vacancies, as per its requirement.

i Educational Qualification: (as on 31.10.2015)

Minimum : Class X pass, Maximum : Undergraduation

- ii. **Desirable** : Experience (including outsourcing) in financial institutions, banks, NBFC and functional knowledge of office equipment like computer, printer, fax, xerox, proficiency in local language etc.

- iii. **Age Limit (as on 31.10.2015):** Between 18 years and 30 years (i.e. Applicants must have been born not earlier than 01.11.1985 and not later than 31.10.1997. However, the upper age limit will be relaxed for:

Category	Relaxation in age
Scheduled Caste / Scheduled Tribe (SC/ST)	By 5 years, i.e., upto 35 years
Other Backward Classes (OBC)	By 3 years, i.e., upto 33 years
Physically Handicapped (PH)	By 10 years, i.e., upto 40 years
Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 45 years
Widows/divorced women/women judicially separated who are not remarried	Upto 40 years (45 years for SC/ST and 43 years for OBC)

Displaced persons from Jammu and Kashmir between 1.1.1980 and 31.12.1989	By 5 years
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NOTE: NO CUMULATIVE AGE RELAXATION WILL BE AVAILABLE TO ANY APPLICANT, SAVE AS PROVIDED ABOVE.

2. Job Requirement:

- i. Carrying files, papers etc. removing from and keeping them in cupboards, stitching and binding and upkeep of records, supply of water and beverages to the staff, preparation and serving of tea, food, etc. to staff, including helping of cooks and maintenance of lounge, operation of such office equipments including Xerox / photocopying machine etc., and to attend to all incidental and/or related work.

3. **Pay & Allowances: Initial starting pay of Rs.6350/- in the scale of 6350-220-7230-260-8010-300-8910-400-9710-500-11710-680-13750 (20 years). Total monthly emoluments at the current rate of allowances will be Rs. 16300/- per month (approximately).** In addition the employees would be eligible for Leave Travel Concession every two years, medical expenses, etc., as per their eligibility.

4. General Important Instructions:

The candidates name should be registered in the Local/District Employment Exchange of Uttarakhand State. The candidate should submit valid proof of residential address, caste, date of birth, educational qualification and Employment Exchange Registration number along with application form.

Date of Birth as recorded in Class X Certificate / Birth Certificate issued by Municipal Corporation will only be accepted as a proof of age.

5. Selection process:

The candidates will be selected by interview process only. The candidates must have a valid Employment Exchange Registration number from any of the Government Employment Exchanges in Uttarakhand State.

Mere fulfilling the eligibility criteria does not entitle the candidates to be called for interview. The Bank reserves the right to raise the minimum eligibility standards, desirable experience and functional knowledge etc., in order to restrict the number of candidates to be called for interview commensurate with the number of vacancies. The decision of the Bank in this regard will be final.

6. How to apply:

- a) Candidates must apply in the prescribed format of application published herewith. Application in any other format is liable to be rejected.
- b) The format of the application published herewith should not be used as Application form. A4 sheet (29.7 cm x 21 cm) should be used for Application. Application may be preferably typewritten or neatly handwritten in Hindi / English (Block/ Capital).
- c) Application should be supported by the following documents:
 - (1) Self attested copies of all relevant documents/certificates regarding age and educational qualifications, experience, if any. (No originals should be sent with the application).
 - (2) Latest passport size signed photograph (3 cm x 2.5cm) should be affixed on the right hand top corner of the application.

- (3) In case of candidates belonging to SC/ST/OBC, self attested copy of the relevant certificate from the Competent Authority; in the prescribed proforma.
 - (4) Self attested copies of the discharge certificate / service book issued by the Armed forces.
 - (5) Self attested copy of a valid Employment Exchange Registration number from any of the Government Employment Exchanges in Uttarakhand State
- d) The application must be sent by ordinary post or Speed Post only or may be deposited in the box kept at NABARD's Uttarakhand Regional Office, 113/2, Hotel Sunrise, Rajpur Road, Dehradun - 248001 on any day between 09.30 am to 5.15 pm except Saturdays, Sundays and Holidays in a cover superscribed "Application for the post of "OFFICE ATTENDANT". Application should be addressed to the Chief General Manager, NABARD, Uttarakhand Regional Office, 113/2, Hotel Sunrise, Rajpur Road, Dehradun – 248001. No application will be received in person or any acknowledgement given thereof.

7. Ineligibility:

Before applying for the post of Office Attendant, the candidates should ensure that they satisfy the eligibility norms in all respects as mentioned in the advertisement as on the date specified. Applications incomplete in any respect and / or not accompanied by prescribed enclosures (Self attested copies of proofs regarding Age, Educational Qualificaton, Employment Exchange Registration and Category & Self Signed Photograph) and / or received late, shall be rejected. Self attested copies of certificate in support of additional qualification/ experience/ functional knowledge, if any, may also be enclosed failing which such qualification, experience, functional knowledge etc. will not be reckoned for shortlisting. Bank's decision in this regard shall be final. The Bank reserves the right to reject any application / candidature at any stage of the recruitment process without assigning any reason/s.

8. Closing Date:

Applications complete in all respects must reach the Bank's office on the aforesaid address latest by 26.11.2015.

9. Warning:

No correspondence will be entered into, with candidates not found eligible / not considered for Interview.

Canvassing in any form will be a disqualification. Any attempt on the part of the candidate to obtain support for his candidature by any means such as submitting fabricated documents, making statements which are incorrect/false, suppressing material information, resorting to irregular or improper means in connection with the candidature using unfair means etc. shall be a disqualifying factor.

Dated : 10.11.2015
