



NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

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 Chhattisgarh Regional Office, Raipur.

Only those candidates who have registered their names in the Local/District Employment Exchange/s in Chhattisgarh State are eligible to apply for the post of Office Attendant in NABARD, Chhattisgarh Regional Office.

1. Post & Eligibility:

Distribution of vacancies

Total 02 vacancies:

- i) 01 vacancy reserved for PWD candidates (Orthopaedically Handicapped- One Arm Affected (R or L) – a) impaired reach; b) weakness of grip; c) at axic, One Leg Affected (R or L) – a) impaired reach; b) weakness of grip; c) at axic, Visually Handicapped – Low Vision, Hearing Impaired- partially deaf
- ii) 01 vacancy for reserved from EXS candidates.

The reservation for PWD is horizontal reservation 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 01.2.2015)

Minimum : VII pass, Maximum : Undergraduation

- ii. **Age Limit (as on 01.2.2015):** Between 18 years and 30 years (i.e. Applicants must have been born not earlier than **31.1.1985** and not later than **31.1.1997**. However, the upper age limit will be relaxed for:

Category	Relaxation in age
Scheduled Caste/Scheduled Tribe (SC/STO)	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 50 years for the post
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

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 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 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. 16000/- 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. 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 School Leaving Certificate / Transfer Certificate / Certificate of Domicile / 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 satisfying the eligibility criteria and having valid Employment Exchange Registration number will be called for interview.

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 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 itself be used as Application. . 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) Attested copies of all relevant documents/certificates regarding age and educational qualifications. (No originals should be sent with the application).
 - (2) Latest passport size signed photograph (3 cm x 2.5cm) should be affixed on the righthand top corner of the application.
 - (3) In case of candidates belonging to SC/ST/OBC/Physically Weak & Disabled (PWD), attested copy of the relative certificate from the Competent Authority; in the prescribed proforma.
 - (4) Attested copies of the discharge certificate / service book issued by the Armed forces.

- d) The application must be sent by ordinary post or speed post only or maybe deposited in the box kept at NABARD's Chhattisgarh Regional Office, NABARD, Chhattisgarh Regional Office 1st and 2nd Floor, Pithalia Complex, Fafadih Chowk, K K Road, Raipur (C.G.) 492009 on any day between 10.15 am to 5.00 pm on week days 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, Chhattisgarh Regional 1st and 2nd Floor, Pithalia Complex, Fafadih Chowk, K K Road, Raipur (C.G.) 492009

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 relevant documents / certificates and / or received late shall be rejected. 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 **5th March 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 disqualifying factor.

Dated : 4 February 2015

The Chief General Manager
National Bank for Agriculture & Rural Development
Chhattisgarh Regional Office
Raipur

Dear Sir

Application for the Post of Office Attendant

With reference to your letter No. _____ dated _____ I wish to apply for the post of Office Attendant. I furnish below my particulars to enable you to consider my candidature:

- 1) Name (In Full Capital Letters)
- 2) Address for correspondence (with Pin Code)

Mobile No.: _____ E-mail: _____ Phone: _____
- 3)
 - a] Date of Birth as per School Leaving Certificate
 - b] Age as on **1 February 2015**
 - c] Place of Birth
 - d] Place of domicile
- 4)
 - a] Education Qualification as on **1 February 2015**
 - b] Name of the School (with full address) from where the candidate passed the examination.
 - c] Year of Passing
- 5) Whether you belong to Scheduled Caste/ Scheduled Tribe/ Other Backward Class/PH (Please enclose attested copy of the certificate)
- 6) Whether you are Ex-serviceman (Y/N)
Details of service in the Armed Forces, if yes
 - a} Date of enrolment in the Armed Forces
 - b} Date of discharge from Armed forces
 - c} Total length of service in the Armed forces (Please enclose attested copy of the certificate)
- 7) Details of registration with the Employment Exchange
 - a) Name and address of the Employment Exchange
 - b) Registration Number and date

8) List of certificates pertaining to Educational Qualification enclosed

I hereby declare that all the information and particulars given by me in this application are true & correct. I am aware that if any of the above information is found to be false and/or incorrect or any material information have been suppressed or omitted, my candidature is liable to be cancelled and/if appointed in the National Bank, my appointment will be liable to be terminated without notice or any compensation in lieu of notice.

(Signature of applicant)

Name	:	_____
Date	:	_____
Place	:	_____
Encls	:	_____