



MADHYANCHAL GRAMIN BANK
(A Joint Venture of Govt. of India, State Bank of India
and State Govt. of M.P.)

Head Office - Poddar Colony
Tili Road, Saugor (M.P.)
Phone 07582-237071
Fax No. 07582 - 236008
Pincode - 470 001.
Email - hrd@mgbank.co.in

Letter No.: HRD/23-24/ 886

Date : 29.02.2024

AMIT DANGI

FATHER'S NAME - SHRI OM PRAKASH DANGI

**ADDRESS - HOUSE N. 06 MAHUAKHEDA, POST DORAHA, TEHSIL SHYAMPUR, SEHORE, MADHYA
PRADESH, 466661**

Roll No. - 1963004823

Email - amitdangi.7049@gmail.com

Dear Sir/Madam,

**RECRUITMENT (IBPS CRP-RRB-XII 2023)- VERIFICATION OF DOCUMENTS
FOR THE POST OF OFFICE ASSISTANT (MULTI-PURPOSE)**

With reference to Direct Recruitment for the post of Office Assistant (Multipurpose), we are pleased to inform you that you have been selected and it is proposed to appoint you as Office Assistant (Multipurpose) in Bank's Service subject to completion of all the formalities and conditions and verification of documents. Please, therefore, report on **16.03.2024 at 09:30 AM** for verification of documents etc., at the **Madhyanchal Gramin Bank, Head Office, Poddar Colony, Tili Road, Sagar (M.P.)**. Please bring all your Educational Certificates / Character Certificates etc. as indicated in para 1 (a) & (b) & (c). Your final posting order will be issued after complying with the following formalities:-

1. (a) You are required to produce the originals of your Certificates/Degree and mark-sheets relating to Matriculation/HSSC Examination/Intermediate Examination/Graduation/Post Graduation Examination (for every year/every semester/every part) etc. In case Graduation Degree/Certificate is not issued by University, you must bring provisional Degree/Certificates for verification and return. Please note that the name appearing on Mark-sheet(s) and certificate(s) of all other examinations should necessarily tally with the name appearing on mark-sheet relating to Matriculation/HSSC/SSC Examinations and also with the IBPS Application form. The mark-sheet(s) and certificate(s) with such discrepancies will not be accepted.

(b) Proficiency in Hindi (Local Language) is essential.

(c) Please also bring with you the under-noted certificates/papers -

i) Domicile Certificate from a competent authority.

ii) If you belong to reserve category, please bring Caste Certificate of Competent Authority as per Bank recruitment advertisement.

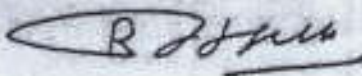
a. If you belong to OBC category you must bring OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on Income issued recently (i.e., certificate issued on or after **01.04.2023** should be submitted at the time of reporting).

b. If you belong to PWD (**Persons with Disabilities**) category you must bring disability certificate issued by competent authority i.e. Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopedics, ENT or Ophthalmology, as the case may be.

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- iii) 02 Character Certificates, from two Gazetted Officers who are not related to you.
- iv) Relieving and discharge certificates from your employer(s) if you are already in service else-where.
- v) Please also bring photo copies of the above certificates for our record.
- vi) Please also bring your three latest (Not more than 6 month old) passport size photographs.
2. Please bring Medical Examination Report by District Hospital's Civil Surgeon/ Medical Board in sealed envelop. In this connection, please note that:-
- a) Doctor's fees/charges for medical examination reports are to be borne by you.
- b) No traveling expenses or halting or conveyance charges will be paid by the Bank.
3. A declaration as regards your present employment if any, is to be submitted by you.
4. Please also bring completely filled attached Bio-data verification form. (4 copies). Please note that photocopies of the Bio Data forms are not acceptable.
5. Please also bring the duly executed indemnity bond for Rs. 50,000/- (Rs. Fifty Thousands only). The bond should be properly witnessed and notarized and should be supported with attested photo copies of IDs and address proofs of surety and witnesses.
6. Your appointment will be subject to your complying with/completing all the requisite formalities to the entire satisfaction of the Bank. The appointment may be withheld/terminated:-
- a) If the Medical Examination Report is not satisfactory / or requires further consultation.
- b) If the reports of the concerned references/Police/District Authorities regarding your Character and antecedents are not satisfactory.
- c) The appointment is provisional and is subject to the Caste/Tribe being verified through proper channels and if the verification reveals the certificate to be false, the services will be terminated forthwith without assigning any further reasons and necessary action will be taken under the provision of Indian Penal Code for production of such false certificate.
7. Notwithstanding whatever may have been stated in your application/bio-data form, you are required to report for completion of above formalities at Head Office on the date mentioned in your call letter failing which it will be presumed that you are now not interested in the offer and the offer will be deemed to have lapsed. On completion and satisfaction of all the above formalities and conditions, you will finally be issued appointment letter for reporting to our any Office or Branch.
8. Please note that you will have to bear your own expenses for traveling etc. for reporting at this office & the place of posting.

Yours faithfully,



General Manager (Administration)

- Enclosed - 1. Format for Medical Examination Report.
2. Format for Indemnity Bond.
3. Bio data Form.
4. Format for Affidavit.
5. Character Certificate



PRINCIPAL
Govt. Hamidia Arts & Commerce
College, Bhopal