

**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)**

CHECK LIST FOR PERSONAL FILE

ROLL NO. : _____ EC NO. : _____

NAME : _____ CASTE/CATEGORY : _____

(SC/ST/OBC/PC/EXS/OTHERS)

PWD _____ % OF DISABILITY _____

	NAME OF FORM / CERTIFICATE	MARK (✓) IN THE BOX
1	APPLICATION FORM	
2	APPOINTMENT & ACCEPTANCE LETTER	
3	DATE OF BIRTH (SCHOOL LEAVING CERTIFICATE)	
4	EDUCATIONAL QUALIFICATION CERTIFICATES	
	S.S.C.	
	H.S.C.	
	GRADUATION	
	POST GRADUATION	
	OTHERS	
5	COMPUTER LITERACY CERTIFICATES	
6	CASTE CERTIFICATE (FOR SC/ST/OBC CANDIDATES)	
7	OBC CREAMY LAYER CLAUSE IN CERTIFICATE	
8	MEDICAL CERTIFICATE FROM MEDICAL BOARD (FOR PC CANDIDATES)	
9	REPORT OF REFEREES (TWO)	
10	RELIEVING ORDER FROM PREVIOUS EMPLOYER	
	NAME OF EMPLOYER	
11	SERVICE ENTRY RECORD SHEET	
12	SERVICE ENTRY CUM BIO-DATA FORM	
13	DECLARATION OF MARITAL STATUS (Schedule-I)	
14	DECLARATION ON FIDELITY & SECRECY (Schedule-II)	
15	DECLARATION OF DOMICILE (Schedule-III)	
16	ATTESTATION FORM	
17	P.F. FORM	
18	P.F. NOMINATION	
19	GRATUITY NOMINATION & FAMILY DETAILS	
20	ASSETS AND LIABILITY FORM	
21	LETTER OF UNDERTAKING	
22		

SIGNATURE OF VERIFYING OFFICER

NAME _____

E.C. NO. _____

DESIGNATION _____

Place:

Date :

**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)
RECRUITMENT OF OFFICE ASSISTANT (MULTIPURPOSE)**

LIST OF DOCUMENTS SUBMITTED BY CANDIDATE

1. FULL NAME SHRI / SMT / KUM : _____ (IN BLOCK LETTER)						
2. ROLL NO. : _____			3. Mobile No. _____			
4	CATEGORY :	SC	ST	OBC	PC	GEN
LIST OF CERTIFICATES / DOCUMENTS ENCLOSED						MARK (√) IN THE BOX
1	DATE OF BIRTH (SCHOOL/COLLEGE/LEAVING CERTIFICATE)					
2	CASTE CERTIFICATE (FOR SC/ST/OBC CANDIDATES)					
3	MEDICAL CERTIFICATE FROM THE MEDICAL BOARD (FOR PC CANDIDATES)					
	EDUCATIONAL QUALIFICATIONS :					
4	10 TH /SCC/SSLC CERTIFICATE WITH MARK SHEET					
5	12 TH / HSC CERTIFICATE WITH MARK SHEET					
6	DEGREE CERTIFICATE WITH MARK SHEET					
7	POST GRADUATION CERTIFICATE WITH MARK SHEET					
8	ANY OTHER CERTIFICATES FOR EDUCATIONAL QUALIFICATIONS					
9	COMPUTER LITERACY CERTIFICATE					
	OTHER CERTIFICATES / DOCUMENTS					
10	POST QUALIFICATION EXPERIENCE CERTIFICATE					
11	CLEAR DISCHARGE CERTIFICATE FROM THE PREVIOUS EMPLOYER					
12	CERTIFICATE FROM TWO REFEREES					
13	PASSPORT SIZE PHOTOGRAPHS (6)					
14						
Place : _____ Date : _____ Signature : _____						

**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)**

RECRUITMENT OF OFFICER JUNIOR MANAGEMENT SCALE-I

LIST OF DOCUMENTS SUBMITTED BY CANDIDATE

1. FULL NAME SHRI / SMT / KUM : _____ (IN BLOCK LETTER)						
2. ROLL NO. : _____			3. Mobile No. _____			
4	CATEGORY :	SC	ST	OBC	PC	GEN
LIST OF CERTIFICATES / DOCUMENTS ENCLOSED						MARK (√) IN THE BOX
1	DATE OF BIRTH (SCHOOL/COLLEGE/LEAVING CERTIFICATE)					
2	CASTE CERTIFICATE (FOR SC/ST/OBC CANDIDATES)					
3	MEDICAL CERTIFICATE FROM THE MEDICAL BOARD (FOR PC CANDIDATES)					
	EDUCATIONAL QUALIFICATIONS :					
4	10TH /SCC/SSLC CERTIFICATE WITH MARK SHEET					
5	12TH / HSC CERTIFICATE WITH MARK SHEET					
6	DEGREE CERTIFICATE WITH MARK SHEET					
7	POST GRADUATION CERTIFICATE WITH MARK SHEET					
8	ANY OTHER CERTIFICATES FOR EDUCATIONAL QUALIFICATIONS					
9	COMPUTER LITERACY CERTIFICATE					
	OTHER CERTIFICATES / DOCUMENTS					
10	POST QUALIFICATION EXPERIENCE CERTIFICATE					
11	CLEAR DISCHARGE CERTIFICATE FROM THE PREVIOUS EMPLOYER					
12	CERTIFICATE FROM TWO REFEREES					
13	PASSPORT SIZE PHOTOGRAPHS (6)					
14						
Place : _____ Date : _____ Signature : _____						

**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)**

RECRUITMENT OF OFFICER MIDDLE MANAGEMENT SCALE-II

LIST OF DOCUMENTS SUBMITTED BY CANDIDATE

1. FULL NAME SHRI / SMT / KUM : _____ (IN BLOCK LETTER)						
2. ROLL NO. : _____			3. Mobile No. _____			
4	CATEGORY :	SC	ST	OBC	PC	GEN
LIST OF CERTIFICATES / DOCUMENTS ENCLOSED						MARK (✓) IN THE BOX
1	DATE OF BIRTH (SCHOOL/COLLEGE/LEAVING CERTIFICATE)					
2	CASTE CERTIFICATE (FOR SC/ST/OBC CANDIDATES)					
3	MEDICAL CERTIFICATE FROM THE MEDICAL BOARD (FOR PC CANDIDATES)					
	EDUCATIONAL QUALIFICATIONS :					
4	10TH /SCC/SSLC CERTIFICATE WITH MARK SHEET					
5	12TH / HSC CERTIFICATE WITH MARK SHEET					
6	DEGREE CERTIFICATE WITH MARK SHEET					
7	POST GRADUATION CERTIFICATE WITH MARK SHEET					
8	ANY OTHER CERTIFICATES FOR EDUCATIONAL QUALIFICATIONS					
9	COMPUTER LITERACY CERTIFICATE					
	OTHER CERTIFICATES / DOCUMENTS					
10	POST QUALIFICATION EXPERIENCE CERTIFICATE					
11	CLEAR DISCHARGE CERTIFICATE FROM THE PREVIOUS EMPLOYER					
12	CERTIFICATE FROM TWO REFEREES					
13	PASSPORT SIZE PHOTOGRAPHS (6)					
14						
Place : _____ Date : _____ Signature : _____						

BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)

सेवा प्रवेश अभिलेख

SERVICE ENTRY RECORD

क.कू.सं. EC NO. _____

1. पूरा नाम (बड़े अक्षरो में)
Full Name (Block Letters) : _____
2. पिता का नाम
Father's Name : _____
3. जन्म तिथि
Birth Date : _____
4. सामा. अजा अजजा अपिव भू सै
(a) Gen SC ST OBC XSM
(b) PC OH HL VI %age
5. Religion / धर्म : _____
6. (अ) शैक्षणिक योग्यता
(a) Academic Qualification + : _____
(ब) पदवि पाठ्यक्रम में विशेष विषय
(b) Subject of specialization : _____
in Degree Course
7. पूर्व अनुभव (यदि हो)
Previous experience (if any) : _____
8. भाषाओं का ज्ञान बोलना पढ़ना लिखना
Languages known Speak Read Write 1.
2.
3.
9. कार्यग्रहण की तारीख
Date of Joining Service : _____
10. रोजगार का स्वरूप अस्थायी / परीक्षा / स्थायी / संविदागत
Nature of employment : Temporary / Probation / Permanent / Contractual
11. पदनाम Designation : _____
12. आरम्भिक वेतन Starting Salary : _____
13. पहचान चिन्ह Identification marks : _____

14. परिचयदाता
Introduced by

1. _____
: 2. _____

15. क्या आप बैंक के किसी निदेशक अथवा अन्य कर्मचारी के संबंधी है? यदि हो तो उनका पूरा नाम तथा संबंध का उल्लेख करें।

Are you a relative of any Director
or the employee of the Bank ? If so,
please state the full name of such a
relative and the nature of relation.

: _____

+ कृपया विश्वविद्यालय अथवा निकाय का नाम दें।

+ Please state the name of the University or other body.

16. पता Address वर्तमान Present

: _____

स्थायी Permanent

: _____

17. मोबाईल नं. Mobile No.

: _____

18. ई-मेल E-Mail address

: _____

19. अधिवास स्थान Place of Domicile

: _____

20. हस्ताक्षर Signature

: _____

तारीख
Date : _____

विवरण सत्यापित
Particulars verified

अधिकारी / Officer

क.कू.सं. E.C.no.

BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)

सेवा प्रविष्टि एवं बायोडेटा फॉर्म
SERVICE ENTRY CUM BIO-DATA FORM

1. (a) पूरा नाम (बड़े अक्षरों में)
Full Name (IN BLOCK LETTERS) : _____
(b) पिता का नाम
Father's Name : _____
2. वर्तमान पता Present Address : _____

स्थायी पता Permanent Address : _____

3. जन्म तारीख Date of Birth : _____
4. वर्ग सामान्य अ.जा. अजजा अ.पि.व. विकलांग भूपूर्वसैनिक
Category : (a) Gen SC ST OBC PC XSM
5. सेवा ग्रहण करने की तारीख
Date of Joining Service : _____
6. पदनाम Designation : _____
7. प्रारम्भिक मूल वेतन Starting Basic Salary: Rs. _____
8. श्रेणी / वेतनमान Grade / Scale : _____
9. परिवार के सदस्यों का ब्यौरा : अगर शादी हो चुकी है तो पति / पत्नी एवं आश्रितों का ब्यौरा दें।
Details of family members (dependents), if married details of spouse and dependents :

नाम Name	रिश्ता Relation	उम्र Age	आश्रित Whether dependent (Y / N)	व्यवसाय का ब्यौरा Details of occupation	मासिक वेतन Salary per month (Rs.)

10. पहचान का चिन्ह
Identification Mark : _____
11. क्या आप बैंक के किसी निदेशक या कर्मचारी के रिश्तेदार हैं ? यदि हो, कृपया ऐसे व्यक्ति का पूरा ब्यौरा, बैंक में उसकी हैसियत तथा क्या रिश्ता है, यह दर्शाएं
Are you a relative of any Director or the employee of the Bank? If so, please give the full name of such person, his position in the Bank & nature of relationship. : _____

12. मूल निवास का स्थान Place of Domicile : _____
13. अपने शैक्षणिक कार्यकाल के दौरान यदि आपने कोई व्यवहारिक प्रशिक्षण लिया हो, तो उसका ब्यौरा दें।
Give details of any practical training you had as a part of your academic career / training : _____

(2)

14. क्या आपको किसी प्रकाशन का श्रेय मिला है? (पेपर्स, लेख इत्यादि) यदि हो, कृपया ब्यौरा दें।
Have you any publication to your credit (Papers, articles, etc.) ? If so, please give details. : _____
15. क्या आप आगे किसी पाठ्यक्रम हेतु अध्ययन कर रहे हैं? यदि हाँ, कृपया ब्यौरा दें।
Are you studying for any further course ? If so, please give details. : _____
16. क्या आप किसी व्यवसायिक/राजकीय निकाय/निकायों के सदस्य हैं? यदि हाँ, कृपया ब्यौरा दें।
Are you, a member of any professional / political body / bodies ? If yes, please give details. : _____
17. क्या आपने विदेश यात्रा की है/यदि हो,, कृपया उसका उद्देश्य, आपके विदेश में रहने की अवधि तथा कोई अनुभव अर्जित किया हो, तो उसका ब्यौरा दें।
Have you traveled abroad ? If so, please give details about the purpose, duration of your stay abroad, any experience gained etc. : _____
18. क्या आप कभी गिरफ्तार हुए हैं अथवा अभिरक्षा में रखे गए हैं अथवा किसी न्यायालय द्वारा आबद्ध किये गए है। आप पर जुर्माना लगाया गया है या किसी परीक्षा में बैठने पर रोक लगायी गयी है। आप अयोग्य घोषित किये गए है अथवा किसी प्राधिकारी/संस्थान द्वारा कोई प्रतिबंध लगाया गया है? यदि हाँ, तो पूर्ण दें।
Have you ever been arrested or kept under detention or bound/fined/convicted by court of law or debarred/disqualified from any examination or restricted by any authority / Institution? If yes, give full details. : _____
19. अन्य कोई सूचना जो आप देना चाहें।
Any other information you would like to give. : _____
20. मैं किसी भी स्थान पर जहाँ बैंक की शाखा या कार्यालय है या अब के बाद खोली जाए, मैं बैंक की सेवा करने हेतु इच्छुक हूँ और मैं बैंक द्वारा समय-समय पर तय की जाती सेवा शर्तों से आबद्ध रहने हेतु सहमत हूँ। मैं नोट करता हूँ कि परीक्षा की अवधि के दौरान मेरी सेवाएं बैंक द्वारा बिना किसी कारण दर्शाए समाप्त की जा सकेगी।
I am willing to serve the Bank anywhere the Bank has or might hereafter open office or branches and agree to be bound by the terms and conditions of services laid down by the Bank from time to time. I note that during the period of probation, my services are liable to be terminated by the Bank without assigning any reason whatsoever for such termination.

(3)

मैं एतद्द्वारा सहमत होता हूँ कि मुझे आपके द्वारा सेवा में लिये जाने पर, बैंक या उसके ग्राहकों के मामलों से संबंधित कोई भी जानकारी मेरे पास होगी, उसे मैं अत्यन्त गोपनीय रखूंगा और किसी भी समय किसी के समक्ष उसे प्रकट नहीं करूंगा।

I hereby agree that in the event of my being taken up in your services, any information concerning the affairs of the Bank or its clients of which I may become possessed, shall be held by me in strict confidence and shall not be divulged to anyone at any time.

मैंने उक्त फॉर्म तथा बॉयोडेटा फॉर्म भरा है और मैंने उस पर सावधानी से विचार करते हुए और समझ कर वचन दिया है तथा एतद्द्वारा भी मैं घोषित करता हूँ कि मेरे उक्त दोनों प्रोफॉर्मा में दी जानकारी सत्य है तथा मेरी जानकारी एवम् विश्वास से सही है।

I have filled in the above form and have given the undertaking after carefully considering and understanding it and I hereby declare that the information given by me in both these forms is true and correct to the best of my knowledge and belief.

मैं आगे इस बात के लिए भी सहमत हूँ कि मेरे द्वारा उक्त फॉर्म तथा बॉयोडेटा फॉर्म में दी गई, जिस जानकारी के आधार पर बैंक द्वारा मेरी नियुक्ति की गई है, वह गलत पायी जाती है, तो उसे एक गंभीर कदाचार माना जाएगा और इससे बैंक में मेरी सेवाएं, तत्काल बर्खास्त की जा सकेंगी।

I further agree that in the event of any information given by me in the above form and bio-data form, on the basis of which my appointment is considered by the Bank, is found to be false, it will constitute serious misconduct which will render me liable to immediate dismissal from the Bank's service.

स्थान :

Place :

दिनांक :

Date : _____

हस्ताक्षर / Signature

पूरा नाम :

Full Name : _____

मोबाईल नं.: _____

ई-मेल पता: _____

**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)**

**सत्यापन फॉर्म
ATTESTATION FORM**

क.कू.सं. EC No.: _____

सत्यापन फॉर्म में गलत सूचना देना या तथ्यात्मक सूचना को दबाकर रखना उम्मीदवार को अयोग्य घोषित कर सकता है और ऐसा होने पर उम्मीदवार को बैंक में नियुक्ति के लिए अयोग्य ठहराया जा सकता है। यदि सत्यापन फॉर्म में गलत सूचना दी गई है या तथ्यात्मक सूचना को दबाकर रखा गया है और यह तथ्य किसी व्यक्ति के सेवा के समय ध्यान में आता है, तो उसकी सेवा समाप्त की जा सकती है। The furnishing of false information or suppression of any factual information in the attestation form would be disqualification and is likely to render the candidate unfit for appointment in the Bank. If the fact that false information has been furnished or there has been suppression of any factual information in the attestation form comes to notice any time during the service of a person, his/her service would be liable to be terminated.

**Affix passport
size photograph**

1	पूरा नाम (बड़े अक्षरों में) उपनाम के साथ लिखें, यदि कोई है (यदि आपने किसी भी स्तर पर कोई नाम या उपनाम जोड़ा है या छोड़ा है, तो कृपया उल्लेख करें) Name in full (in Block Capital) with aliases, if any (Please indicate if you have added or dropped at any stage any part of any name or surname)	SURNAME	NAME
2	पूरा वर्तमान पता (अर्थात गांव, थाना और जिला या मकान सं. लाइन/स्ट्रीट /रोड और शहर) Present address in full (i.e. Village, Thane and District or House No. Lane/ Street/Road and Town)		
3.	(क) पूरा स्थायी पता (अर्थात गांव थाना और जिला या मकान सं. लाइन/स्ट्रीट/रोड शहर और जिले का मुख्यालय का नाम) (a) Permanent Address in full (i.e. Village, Thane and District or House No. Lane/ Street/Road, Tow and name of the Distt. H.Q. (ख) अगर मूल रूप से भारत के अलावा किसी अन्य देश के निवासी हैं, तो उस देश का पता और भारतीय संघ में स्थानान्तरण की तारीख (b) If originally a resident of country other than India, the address in that country and the date of migration to Indian Union.		

4. उन स्थानों के विवरण (निवास की अवधि सहित) जहां आप पिछले पांच वर्षों के दौरान एक से अधिक वर्षों तक रहे हैं।

Particulars of places (with period residence) where you have resided for more than one year at a time during the preceding five years.

से From	तक To	पूरा निवास का पता (अर्थात गांव, थाना और जिला मकान संख्या के लिए लाइन/स्ट्रीट/रोड और शहर) Residential Address in full (i.e. Village, Thane & Dist. for House No. Lane/Street/Road and Town)	पूर्ववर्ती कॉलम में उल्लिखित स्थान के जिला मुख्यालय का नाम Name of the Distt. Headquarters of the place mentioned in the preceding column

5.1 (क) पिता का पूरा नाम उपनाम के साथ, यदि कोई हो तो

(a) **Father's Name in full with alias, if any** : _____

(ख) वर्तमान डाक पता

(अगर मृत्यु हो गई तो अंतिम पता)

(b) **Present Postal Address**

(If dead, give last address)

(ग) स्थायी पता (c) **Permanent Address**

(घ) पेशा (d) **Profession**

(ड.) अगर सेवा में है, तो पदनाम और कार्यालय पता

(e) **If in service, give designation and official address**

5.2 (क) पति/पत्नि का पूरा नाम

(a) **Spouse's name in full**

(ख) पेशा

(b) **Profession**

(ग) पदनाम और कार्यालय पता

(c) **Designation and Office Address**

6. नागरिकता / **Nationality of**

(क) पिता / (a) **Father**

(ख) माँ / (b) **Mother**

(ग) पति/पत्नि (c) **Spouse**

7. यर्थात जन्म तिथि **Exact date of Birth**

वर्तमान आयु / **Present Age**

मैट्रिक के समय आयु **Age at Matriculation**

8. (क) जन्म स्थान (a) **Place of Birth**

(जिला और राज्य जहां स्थित है)

(Distt. & State in which situated)

(ख) जिला और राज्य जहां के रहने वाले हो

(b) **Distt. & State to which you belong**

9. (क) आपका धर्म (a) **Your Religion**

(ख) क्या आप अनु.जाति/अनु.जनजाति के सदस्य

हैं? अगर उत्तर हाँ है, तो इसका नाम बताएं

(b) **Are you a member of a Scheduled Caste /:**

Scheduled Tribe ? If the answer is yes,

state the name thereof.

10. शैक्षणिक योग्यताएं, जिसमें 15 साल की आयु से लेकर शिक्षा का स्थान व वर्षों के साथ स्कूल और कॉलेज का स्थान दर्शाया गया हो।

Educational qualifications showing place of education with years in Schools and Colleges since 15th year of age.

(पूरे पते के साथ) स्कूल/कॉलेज Name of School/College with full address	प्रवेश करने की तारीख Date of entering	छोड़ने की तारीख Date of leaving	उत्तीर्ण करने का वर्ष Year of Passing

11. यदि आप किसी भी समय सेवा में रहे हैं, तो उसका विवरण दें।
If you have, at any time, been employed, give details.

धारित पद का नाम, निष्पादित कार्य Designation of post held of description of work	अवधि Period		कार्यालय, व्यवसाय प्रतिष्ठान या संस्थान का पूरा पता Full address of the Office, Firm or Institution	सेवा को छोड़कर जाने की वजह Reasons for leaving the job
	से / From	तक / To		

12. क्या आपको कभी गिरफ्तार किया गया है, नजरबंदी किया गया है या किसी अपराध के लिए आपको किसी न्यायालय द्वारा प्रतिबंधित किया गया है/जुर्माना लगाया गया है/सजा दी गई है अथवा संघ लोक सेवा आयोग द्वारा परीक्षा में भाग लेने पर रोक लगाई है? या आपको विश्वविद्यालय/ प्राधिकरण/संस्था से प्रतिबंधित/किसी भी परीक्षा में बैठने से वर्जित/निष्कासित किया गया हो?

अगर उत्तर 'हाँ' है, तो केस का पूरा ब्यौरा, जुर्माना, दोष सिद्धि, दण्डादेश आदि का उल्लेख करें।

Have you ever been arrested or kept under detention or bound down / fined / convicted by a Court of Law for any offence or debarred / disqualified/restricted by the Public Service Commission from appearing at its examination selections or debarred from taking any examination or restricted by University/authority / institution ?

If answer is "YES" full particulars of the case detention, fine, conviction, sentence etc., should be given. _____

13. क्या इस अनुप्रमाणन फार्म को भरते समय किसी भी न्यायालय विश्वविद्यालय या किसी भी शैक्षणिक प्राधिकरण/संस्था में आपके विरुद्ध कोई मामला लम्बित है यदि (क) अथवा (ख) में पूछे गये प्रश्नों के संबंध में आपके उत्तर 'हाँ' में हो तो आपको इस अनुप्रमाणन फार्म भरते समय मामले, गिरफ्तारी, निरोध जुर्माने, दोषसिद्ध तथा दण्डादेश आदि के पूरे ब्यौरे प्रस्तुत करने चाहिए। ताकि इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/शैक्षणिक प्राधिकरण आदि के समक्ष जो मामला लम्बित हो उसका स्वरूप बतलाना चाहिए इस जानकारी के अतिरिक्त जहां लागू हो वहां निम्नलिखित ब्यौरे भी दिये जायेंगे:-

1. अपराध/आरोप
2. पुलिस थाने में पंजीबद्ध
3. यदि न्यायालय में चालान प्रस्तुत किया गया हो तो न्यायालय का नाम
4. मामले का क्र./न्याया. द्वारा उसका निपटारा किस तिथि को किया गया
5. दिया गया दण्ड
6. क्या दोषमुक्त कर दिया गया?
7. दोषमुक्ति संदेह के लाभ पर आधारित थी या मामला वापस ले लिया गया था?
8. क्या किसी ऐसे संग्रम या संगठन जो सरकार द्वारा विधि विरुद्ध घोषित किया गया था अथवा किया गया है, के सदस्य है या उसके सहयोगी रहे हैं? यदि ऐसा हो तो पूर्ण विशिष्टियां दें, जैसे संग्रम/संगठन का नाम सदस्यता अथवा सम्बद्धता की कार्यवाही अवधि इत्यादि।

(4)

यदि इस फार्म को भरने और भेजने के बाद उम्मीदवार को नजरबंद या गिरफ्तार किया जाता है अथवा उस पर मुकदमा चलाया जाता है या उसे बंदी बनाया जाता है तो अथवा उस पर जुर्माना किया जाना या उसे दोष सिद्ध पाया जाता अथवा उसे विवर्जित किया जाता है या दोषमुक्त किया जाता है तो ब्यौरे यथास्थिति, राज्य लोक सेवा आयोग या उस प्राधिकारी को जिसे अनुप्रमाणन फार्म पहले भेजा गया हो, तत्काल सूचित किये जाने चाहिये अथवा यह माना जाएगा कि तथ्यात्मक जानकारी छिपाई गई है, अतः यह स्वयं उम्मीदवार के हित में होगा कि वह उन मामलों के पूरे ब्यौरे प्रस्तुत करें, जिनमें उसे गिरफ्तार किया गया था, उस पर अभियोजन चलाया गया था, आदि भले ही मामले में अन्तिम रूप से प्रतिवेदित कर दिए हो (खात्मा) वापस ले लिए हो या उनमें अन्ततः दोषमुक्ति हो गई या समझौता कर लिया गया हो।

यदि तथ्य कि अनुप्रमाणन फार्म में असत्य जानकारी दी गई है या यह कि कोई तथ्यात्मक जानकारी छिपाई गई है, किसी व्यक्ति की सेवा के दौरान किसी भी समय ध्यान में आए तो, उसकी सेवाएं समाप्त की जा सकेंगी।

DECLARATION

मैं, प्रमाणित करता/करती हूँ, कि पूर्वोक्त सूचना मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सही और पूर्ण है। मैं ऐसी किसी परिस्थिति से परिचित नहीं हूँ, जो मुझे बैंक में रोजगार हेतु मेरी योग्यता को क्षति पहुंचा सकती है। मेरे आवेदन पत्र में मेरे द्वारा दिये गए कथन के संबंध में पुलिस जांच पड़ताल सहित बैंक द्वारा कोई भी जांच कभी भी किसी भी समय (तुरंत/निकट भविष्य में) पर करने में मुझे भी आपत्ति नहीं है।

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which might impair my fitness for employment in the Bank. I have / will have no objection to the Bank making enquiries at any time (immediately / in the near future) regarding the statement made by me in the application. In any manner they decide to do so inclusive of police enquire into my antecedents.

दिनांक / Date :

स्थान / Place :

उम्मीदवार के हस्ताक्षर

Signature of Candidate

Letter of Undertaking

I, _____

S/o. _____ R/o.(Res.Add) _____

refer to your letter No. HO/2016-17/HRM/_____ dated _____ advising me about my appointment as Office Assistant (Multipurpose).

I understand that the offer made to me is provisional & subject to

1. Fulfilling all the prescribed eligibility criteria.
2. My being found medically fit and
3. Submission of various documents / certificates ad mentioned in the offer letter.

The said documents submitted by me shall be deemed to be material for the purpose of this appointment.

I hereby state that I fulfill the prescribed eligibility criteria and all the copies of documents / certificates submitted by me are correct and in order and shall be deemed to be material for the purpose of selection.

I undertake that the documents, information, statements and claims are true to best of my knowledge. In case, any thing is found to be false and/or incomplete resulting in non-fulfillment of eligibility criteria as prescribed, my candidature / appointment would be treated as void ab-initio and the services are liable to be terminated, as having been secured on mis-representation, false representations and / or suppression of facts with a motive to gain employment.

Signature of the Candidate

(Name _____)

Place: _____

Date : _____

Letter of Undertaking

I, _____

S/o. _____ R/o.(Res.Add) _____

refer to your letter No. HO/2016-17/HRM/_____ dated _____ advising me about my appointment as Officer Junior Management Scale-I.

I understand that the offer made to me is provisional & subject to

1. Fulfilling all the prescribed eligibility criteria.
2. My being found medically fit and
3. Submission of various documents / certificates ad mentioned in the offer letter.

The said documents submitted by me shall be deemed to be material for the purpose of this appointment.

I hereby state that I fulfill the prescribed eligibility criteria and all the copies of documents / certificates submitted by me are correct and in order and shall be deemed to be material for the purpose of selection.

I undertake that the documents, information, statements and claims are true to best of my knowledge. In case, any thing is found to be false and/or incomplete resulting in non-fulfillment of eligibility criteria as prescribed, my candidature / appointment would be treated as void ab-initio and the services are liable to be terminated, as having been secured on mis-representation, false representations and / or suppression of facts with a motive to gain employment.

Signature of the Candidate

(Name _____)

Place: _____

Date : _____

SCHEDULE – I

[See regulation 5(4)(ii)]

DECLARATION OF MARITAL STATUS

I, Shri/Smt/Kum _____ s/o w/o
d/o _____ declare as under:

- (i) That I am unmarried/a widower/widow.
- (ii) That I am married and have only one spouse living.
- (iii) That I have entered into or contracted a marriage with a person having a spouse living. I may be granted exemption on the basis of ground given below. Application for grant of exemption is enclosed.

Ground:

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date:

Signature

SCHEDULE - II

(See regulation 19)

DECLARATION OF FIDELITY AND SECRECY

I, _____, do hereby declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as officer or employee of the Baroda Rajasthan Kshetriya Gramin Bank and which properly relate the office or position held by me in the said Bank.

I further declare that I will not divulge or allow to be divulged to any person not legally entitled thereto any information relating to the affairs of the said Bank or to the affairs of any person having any dealing with the said Bank and nor will I allow any such person to inspect or have access to any books or documents or electronic records belonging to or in possession of the said Bank and relating to the business of the said Bank or the business of any person having any dealing with the said Bank.

Signed before me

Signature:

Name in full:

Designation:

Signature:

Name in full:

Designation:

Place

Date

SCHEDULE – III

(See regulation 73)

DECLARATION OF DOMICILE

Place:

Date:

I, the undersigned having been appointed in the service of the.....Bank hereby declare.....(Place) in.....(District) as my place of domicile.

1. * The above is my place of birth.

or

* The above is not my place of birth. my place of birth is.....(Place) in.....(District) but(Place) has been declared as my place of domicile for the reasons given below.

.....
.....

Signature

Name in full : _____
Designation and : _____
Nature of appointment : _____
Date of appointment : _____

* Strike out whichever is not applicable.

**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)**

Dated : _____

Full Name Shri / Smt. / Miss _____ **S/o, W/o, D/o**

_____, **address** _____

age _____ **years, date of birth** _____, **height** _____ **weight**

_____.

COMPLAINT

_____ **Throat**

_____ **Eyes** _____ **Temperature** _____ **Tongue**

_____ **Joints** _____ **Pulse** _____ **Teeth** _____ **Glands**

_____ **Resp** _____ **Respiratory system** _____

Circulatory system _____ **Centro** **Urinary**

system _____ **Nervous system** _____

Remarks (regarding fitness) _____

Dated : _____

Signature of the Doctor

BARODA RAJASTHAN KSHETRIYA GRAMIN BANK

HEAD OFFICE: AJMER

IDENTITY FORM

Affix passport
size photograph
duly attested

1. Full Name:
2. Designation:
3. Academic & Vocational Qualification:
4. Father's Name and Occupation:
5. Caste:
6. Complete Home Address:

7. Present Address:

8. Mobile No. :
9. E-Mail Address :
10. Date of Birth :
11. Height :
12. Mark of Identification:
 - a) Colour:
 - b) Built:
13. Relationship with any employee or Director of the Bank (give names and relationship in vernacular)
14. Date of Appointment with pay:
15. Date of signed photograph:
16. Left hand thumb impression:
17. Signature of employee:
18. Initial of the employee:

Place:

Date:

Signature and Designation of the Attesting Officer

**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
HEAD OFFICE: AJMER**

Name of Post: _____

Name of the Candidate: _____

Father's Name: _____

Please furnish Name and Address of two respectable persons, preferably known to the Bank and not related to you for reference :-

(1) _____

(2) _____

Place :

Date :

Signature of candidate

Name : _____

Address : _____

UNDERTAKING

(FOR EX-SERVICEMAN)

I confirm that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time and I have been duly released/retired/discharged from the Armed Forces on _____ (copy of discharge book enclosed).

2. I confirm that I have not at any time prior to this appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

3. I understand that if my above claim is false my 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 (IPC) for submitting false undertaking.

Place :

Date :

Signature of candidate

Name : _____

Address : _____

[to be submitted at the time of joining]

The Chairman,
Baroda Rajasthan Kshetriya Gramin Bank,
Head Office,
AJMER

Respected Sir,

Ref: Offer letter for appointment bearing No. HO/2016-17/HRM/ dated
02-01-2017.

**Reg: Offer of appointment in Baroda Rajasthan Kshetriya Gramin Bank on
the post of Officer Junior Management Scale-I.**

I acknowledge the above offer letter offering me appointment as Officer Junior
Management Scale-I in your Bank.

I, hereby, accept all the terms and conditions laid down in the appointment letter,
which I have thoroughly read and understood. I also agree to abide by the Baroda
Rajasthan Kshetriya Gramin Bank (Officers and Employees) Service Regulation,
2010 and amendments made therein for the staff from time to time.

In compliance to above offer letter No. HO/2016-17/HRM/..... dated
02-01-2017, after completing all formalities (enclosed) I, hereby, submit my
joining report for the post of **Officer Junior Management Scale-I** today i.e.
..... (forenoon/afternoon).

Kindly allow me to join the Bank.

Thanking you,

Yours faithfully,

(_____)

Date:-----

Address: -----

Place : -----

Mob.

[to be submitted at the time of joining]

The Chairman,
Baroda Rajasthan Kshetriya Gramin Bank,
Head Office,
AJMER

Respected Sir,

Ref: Offer letter for appointment bearing No. HO/2016-17/HRM/ dated
02-01-2017

**Reg: Offer of appointment in Baroda Rajasthan Kshetriya Gramin Bank on
the post of Officer Middle Management Scale-II.**

I acknowledge the above offer letter offering me appointment as Officer Junior
Management Scale-I in your Bank.

I, hereby, accept all the terms and conditions laid down in the appointment letter,
which I have thoroughly read and understood. I also agree to abide by the Baroda
Rajasthan Kshetriya Gramin Bank (Officers and Employees) Service Regulation,
2010 and amendments made therein for the staff from time to time.

In compliance to above offer letter No. HO/2016-17/HRM/..... dated
02-01-2017, after completing all formalities (enclosed) I, hereby, submit my
joining report for the post of **Officer Middle Management Scale-II** today i.e.
..... (forenoon/afternoon).

Kindly allow me to join the Bank.

Thanking you,

Yours faithfully,

(_____)

Date:-----

Address: -----

Place : -----

Mob.

[to be submitted at the time of joining]

The Chairman,
Baroda Rajasthan Kshetriya Gramin Bank,
Head Office,
AJMER

Respected Sir,

Ref: Offer letter for appointment bearing No. HO/2016-17/HRM/ dated 02-01-2017.

Reg: Offer of appointment in Baroda Rajasthan Kshetriya Gramin Bank on the post of Office Assistant (Multipurpose)

I acknowledge the above offer letter offering me appointment as Office Assistant (Multipurpose) in your Bank.

I, hereby, accept all the terms and conditions laid down in the appointment letter, which I have thoroughly read and understood. I also agree to abide by the Baroda Rajasthan Kshetriya Gramin Bank (Officers and Employees) Service Regulation, 2010 and amendments made therein for the staff from time to time.

In compliance to above offer letter No. HO/2016-17/HRM/..... dated 02-01-2017, after completing all formalities (enclosed) I, hereby, submit my joining report for the post of Office Assistant (Multipurpose) today i.e. (forenoon/afternoon).

Kindly allow me to join the Bank.

Thanking you,

Yours faithfully,

(_____)

Date:-----

Address: -----

Place : -----

Mob.

CHARACTER AND ANTECEDENTS VERIFICATION REPORT (APPLICATION FORM)

To
The Superintendent of Police,
District Police Office, _____

Subject : Application for Employee Verification

Sir,

It is requested that I have been selected as.....in Baroda Rajasthan Kshetriya Gramin Bank, a Bank constituted under the RRB Act, 1976 and having its Head Office at Plot No. 2343, IInd Floor, Vaishali Nagar, Ajmer-305 004. The Bank requires that my character and antecedents may be verified and a Police Verification Report may be issued to me. My personal particulars are as follow:-

1. Full Name (Expanded Initials) :
- Alias (if any) :
2. Father (Full Name) :
3. Spouse (Full Name), if married :
4. Occupation:
5. Nationality :Age.....Sex.....Caste.....
6. Mobile No.....
7. Permanent Address:-
 H.No.Sector/Village/Locality.....
 Police Station.....District.....
 State.....Pincode.....
8. Proof of Identity (Voter Card/Driving Licence/Ration Card etc.)
9. Local (Current Address) :



Residing at current address since :

10. Particulars of Previous Employment, If any
 Nature of Employment
- Address :

Particulars of Previous Employer.....

11. Particulars of relatives residing locally (Current) Local Address				
S.No.	Name	Father's Name	Occupation	Local Address
(1)
(2)
(3)

(Signature of Applicant)

(For use of S.P. Office)

Name of the Applicant :

Father/Husband's Name :

Address :



Report :

.....

.....

.....

(Signature of the issuing Authority)
Official Seal



बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक

Baroda Rajasthan Kshetriya Gramin Bank

(बैंक ऑफ बड़ौदा द्वारा प्रायोजित)

(Sponsored by Bank of Baroda)

नाम -

क.कू.सं.

परिशिष्ट-1 PPENDIX-

(नियम 3(1) देखिए) [Rule 3 (1)]

पहली नियुक्ति पर या 31 मार्च, को यथाविद्यमान आस्तियों और दायित्वों की विवरणी

Return of Assets and Liabilities on first appointment or as on the 31st March

(लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 के अधीन)

(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013)

1. लोक सेवक का पूरा नाम (स्पष्ट अक्षरों में)
Name of the Public servant in full (in Block letters)
कर्मचारी का कोड सं. (ई.सी. नं.)
2. (क) वर्तमान में धारित लोक स्थिति
(A) Present Public position held
(पदनाम, नाम और संगठन का पता) - : पद नाम :
(Designation , Name and address of बैंक का नाम: बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक
organisation) शाखा/कार्यालय का पता:
- (ख) किस सेवा से सम्बन्धित हैं (यदि लागू है) बैंक सेवा
(B) Service to which belongs (If applicable)

घोषणा (Declaration) -

यह घोषणा करता हूँ कि लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा-44 के उपबन्धों के अधीन, मेरे द्वारा प्रस्तुत की जाने वाली सूचना की बाबत संलग्न विवरणी अर्थात् प्रारूप 1 से प्रारूप 4 मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य और ठीक है।

I hereby declare that the return enclosed namely, forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act 2013.

तारीख (Date)

हस्ताक्षर (Signature)

*पहली नियुक्ति की दशा में, कृपया नियुक्ति की तारीख उपदर्शित करें :

* (In case of first appointment please indicate date of appointment)

टिप्पण 1. इस विवरणी में या तो उसके स्वयं के नाम या किसी अन्य व्यक्ति के नाम लोक सेवक की सभी आस्तियों और दायित्वों की विशिष्टियां अंतर्विष्ट होंगी। विवरणी में लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 (2) में यथाउपबंधित पति या पत्नी और आश्रित बालकों की आस्तियों/दायित्वों की बाबत ब्यौरे सम्मिलित होंगे।

((धारा 44(2) लोक सेवक उस तारीख से जिसको वह अपना पदग्रहण करने के लिए शपथ लेता है या प्रतिज्ञान करता है, तीस दिन की अवधि के भीतर सक्षम प्राधिकारी को -----

(क) उन आस्तियों के सम्बन्ध में जिनका वह, उसका पति या पत्नी और उसके आश्रित बालक संयुक्ततः या पृथकतः स्वामी या फायदाग्राही है :

(ख) अपने और अपने पति या पत्नी और अपने आश्रित बालकों के दायित्वों के सम्बन्ध में, सूचना देगा।

टिप्पण 2. यदि कोई लोक सेवक, या तो "कर्ता" या किसी सदस्य के रूप में कुटुंब की सम्पत्तियों में सह समांशी अधिकारों के साथ हिन्दू अविभक्त कुटुंब का सदस्य है तो उसे ऐसे सम्पत्ति में अपने भाग का मूल्य प्रारूप सं. 3 की विवरणी में उपदर्शित करना चाहिए और जहां ऐसे भाग का ठीक मूल्य उपदर्शित करना सम्भव नहीं है, वहां इसका लगभग मूल्य उपदर्शित हो, स्पष्टीकरण टिप्पणियों को जोड़ा जा सकेगा, जहां कहीं आवश्यकता हो।

टिप्पण 3. "आश्रित बालक" से ऐसे पुत्र और पुत्रियां अभिप्रेत हैं जिनके पास उपार्जन का कोई पृथक साधन नहीं है और वे अपनी आजीविका के लिए पूर्णतः लोकसेवक पर आश्रित हैं। (नीचे लोकपाल और लोकायुक्त अधिनियम 2013 की धारा 44(3) का स्पष्टीकरण Note 3:- "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44 (3) of Lokpal and Lokayuktas Act 2013)



बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक

Baroda Rajasthan Kshetriya Gramin Bank

(बैंक ऑफ बड़ौदा द्वारा प्रायोजित)

(Sponsored by Bank of Baroda)

नाम -

क.कू.सं.

परिशिष्ट-2 APPENDIX-II

(नियम 3(1) देखिए) [Rule 3 (1)]

प्रारूप संख्या 1 (FORM No.1)

लोकसेवक, उसके पति या पत्नी और आश्रित बालकों के ब्यौरे

(Details of Public Servant, his/her spouse and dependent children)

क्रम संख्या	नाम Name	धारित लोक स्थिति या कोई हो Public Position held, if any	क्या विवरणी, उसके द्वारा पृथक रूप से फाइल की जाती है Whether return being filed by him/her, separately
1	स्वयं (Self)		
2	पति या पत्नी (spouse)		
3	आश्रित-1 (dependent-1)		
4	आश्रित-2 (Dependent-2)		
5	आश्रित-3 (dependent-3)		
6	आश्रित-4 (dependent-4)		
*7	आश्रित-5 (dependent-5)		

*और पंक्ति जोड़े, यदि आवश्यक है

*(Add more rows, if necessary)

तारीख (Date)

हस्ताक्षर (Signature).....



बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक

Baroda Rajasthan Kshetriya Gramin Bank

(बैंक ऑफ बड़ौदा द्वारा प्रायोजित)

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नाम -

क.कू.सं.

प्रारूप सं. 2 (FORM No. II)

पहली नियुक्ति पर या 31 मार्च, को यथाविद्यमान जंगम सम्पत्ति का विवरण

Statement of movable property on first appointment or as on the 31st March

(स्वयं, पति या पत्नी और आश्रित प्रत्येक बालक के लिए पृथक शीट का प्रयोग करें)

(Use separate sheets for self, spouse and each dependent child)

क्र. सं.	विवरण (Particulars)	राशि (Amount)	टिप्पणियां, यदि कोई हों (Details/Remarks)
(i)*	नकदी और बैंक में अतिशेष : Cash and bank balance नकदी : बैंक शेष:		
(ii)*	बीमा (संदत्त प्रीमियम) Insurance (premia paid): नियत/आवर्ती जमा : Fixed/Recurring Deposit(s): शेयर बॉन्ड: (Shares/Bonds) पारस्परिक निधि (निधियां) : Mutual Fund(s) पेंशन स्कीम/भविष्य निधि Pension Scheme/Provident Fund अन्य विनिधान, यदि कोई हो: Other investment, if any		
(iii)	किसी व्यक्ति या अस्तित्व जिसके अन्तर्गत, फर्म, कम्पनी न्यास आदि भी है, को दिया गया व्यक्तिगत ऋण/अभिदाय (एडवांस) और ऋणियों से प्राप्त अन्य प्राप्तियां और रकम (यथास्थिति, दो मास का मूल वेतन या एक लाख रुपये से अधिक) Personal loans/advance given to any person or entity including firm, company, trust etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh, as the case may be)		
(iv)	मोटर यान (निर्माण, रजिस्ट्रीकरण संख्या, क्रय करने का वर्ष और संदत्त रकम के ब्यौरे) Motor Vehicles (Details of Make, registration number, year of purchase and amount paid)		
(v)	आभूषण (अनुमानित भार (सोना बहुमूल्य रत्न की बाबत 10 ग्राम अधिक या कम : चांदी की बाबत 100 ग्राम अधिक या कम) Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones: plus or minus 100 gms in respect of silver)]	वजन ग्राम में	
	सोना : Gold		
	चांदी : Silver		
	बहुमूल्य धातुएं और बहुमूल्य रत्न : Precious metals and precious stones:		
	मिश्रित मर्दे: Composite items (अनुमानित मूल्य उपदर्शित करें) (indicate approximate value)***		
(vi)	कोई अन्य आस्ति : (उपरोक्त (i) से (v) के अन्तर्गत न आने वाली जंगम आस्तियों के ब्यौरे दें) Any other assets [Give details of movable assets not covered in (i) to (v) above]		
	(क) फर्नीचर Furniture		
	(ख) फिक्सचर Fixtures		
	(ग) प्राचीन वस्तुएं Antiques		
	(घ) रंगचित्र (पेंटिंग) Paintings		
	(ङ) इलेक्ट्रॉनिक उपस्कर Electronic equipment		
	(च) अन्य Others		



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(बैंक ऑफ बड़ौदा द्वारा प्रायोजित)

(Sponsored by Bank of Baroda)

नाम —

क.कू.सं.

.2.

<p>(किसी प्रदर्श की बाबत ब्यौरे तभी उपदर्शित करें यदि उस विशिष्ट प्रवर्ग (अर्थात् फनीचर, फिक्सचर, इलेक्ट्रानिक उपस्कर आदि) में सम्मिलित किसी विशिष्ट आस्ति का कुल वर्तमान मूल्य, यथास्थिति, दो मास के मूल वेतन या 1.00 लाख रुपए से अधिक हो)</p> <p>(Indicate the details of an asset, only if the total current value of any particular assets in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay of Rs. 1.00 lakh, as the case may be)</p>		
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तारीख (Date)

हस्ताक्षर (Signature).....

*विदेशी बैंक (बैंकों) में जमाओं के ब्यौरे पृथक से दिए जाएंगे।

Details of deposits in the foreign Bank(s) to be given separately.

**2 लाख रुपए से अधिक के विनिधानों व्यक्तिगत रूप से रिपोर्ट किए जायेंगे। 2 लाख रुपए से कम के विनिधान एक साथ रिपोर्ट किया जा सकता है।

Investments above Rs. 2 lakhs to be reported individually, Investments below Rs. 2 lakhs may be reported together.

***पहली विवरणी में उपदर्शित मूल्य को पश्चात्वर्ती विवरणियों में पुनरीक्षित करने की आवश्यकता नहीं है, जहां तक सुसंगत वर्ष के दौरान कोई नई संयुक्त मद अर्जित नहीं की गई हो या किन्हीं विद्यमान मदों का निपटारा नहीं किया गया हो।

Value indicated in the first return need not be revised in subsequent returns as long as no new composite items had been acquired or no existing items had been disposed off during the relevant year".



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(Sponsored by Bank of Baroda)

नाम —

क.कू.सं.

प्रारूप सं. 4 (FORM No. IV)

पहली नियुक्ति पर या 31 मार्च को यथाविद्यमान ऋणों और अन्य दायित्वों का विवरण
Statement of Debts and Other Liabilities on first appointment or as on 31st March

क्र.सं. Sl.No.	ऋणी (स्वयं/पति या पत्नी या आश्रित बालक) Debtor (Self/Spouse or dependent children)	लेनदार का नाम और पता Name and address Creditor	ऋण/दायित्व की प्रकृति और रकम Nature of debt/ liability and amount	टिप्पणियां Remarks

तारीख (Date)

हस्ताक्षर (Signature).....

टिप्पण 1 : उधारों की व्यक्तिगत मदों को जो दो मास के मूल वेतन से अधिक नहीं है (जहां लागू हों) और अन्य दशाओं में 1.00 लाख रुपये हैं, सम्मिलित किये जाने की आवश्यकता नहीं है।

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

टिप्पण 2 : विवरण में बैंकों, कम्पनियों, वित्तीय संस्थानों, केन्द्रीय सरकार/राज्य सरकार से और व्यष्टियों से लिए गए विभिन्न ऋणों और अभिदायों (एडवांसें) को सम्मिलित करना होगा।

Note 2. The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, complaints, financial institutions, Central /State Government and from individuals.



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कर्मचारी का नाम

प्रारूप सं. 3

क.कू.सं.

पहली नियुक्ति पर या 31 मार्च को यथाविद्यमान स्थावर सम्पत्ति का विवरण
Statement of immovable property on first appointment or as on 31st March
(लोक सेवक, उसके पति या पत्नी और आश्रित बालकों द्वारा धारित) (Held Public Servant, his/her spouse and dependent children)
(e.g. Lands, House, Shops, Other Buildings, et

क्र. सं. Sr. No	सम्पत्ति का वर्णन (भूमि / गृह / फ्लैट / दुकान / औद्योगिक आदि) Description of property (Land/House/Flat/Shop/Industrial etc)	सुनिश्चित अवस्थिति का सार (जिला, प्रभाग, ताल्लुक और उस ग्राम का नाम जिसमें सम्पत्ति अवस्थित है और इसकी सुनिश्चित स्थला आदि Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number etc)	भूमि का क्षेत्र (भूमि और भवनों के मामलों में) Area of land (in case of land and buildings)	भूमि सम्पत्ति के मामले में भूमि की प्रकृति Nature, of land in case of landed property	हित का विस्तार of Interest	यदि लोक सेवक का नाम नहीं है तो किसके नाम धारित है, उल्लेख करें और उससे लोक सेवक की नातेदारी, यदि कोई If not in name of public servant, state in whose name held and his/her relationship, if any to the public servant	अर्जन की तारीख Date of acquisition on	कैसे अर्जन की गई (क्या क्रय, बंधक, पट्टे, विरासत, दान या अन्यथा द्वारा है) और उस व्यक्ति / व्यक्तियों के बारे में साहित नाम जिनसे अर्जन की गई है (पिता और संबद्ध व्यक्ति / व्यक्तियों का सरकारी सेवक से संबंध यदि कोई है) कृपया नीचे टिप्पण 1 देखें और अर्जन की लागत How acquired (Whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) (Please see note 1 below) and cost of acquisition.	सम्पत्ति का वर्तमान मूल्य (यदि ठीक मूल्य ज्ञात न हो तो लगभग मूल्य उपदर्शित किया जाए) Present value of the property (if exact value not known, approx value may be indicated)	सम्पत्ति से कुल वार्षिक आय Total annual income from the property	टिप्पणियां Remarks	

तारीख (Date)

हस्ताक्षर (Signature).....

टिप्पणी-1. स्तंभ 9 के प्रयोजन के लिए, पट्टा "पद" से वर्ष दर वर्ष से किसी एक वर्ष से अधिक अवधि के लिए या वार्षिक क्रियाय के लिए आयोजित अवधि के लिए स्थावर सम्पत्ति का पट्टा अभिप्रेत होगा, तथापि जहां स्थावर सम्पत्ति का पट्टा किसी ऐसे व्यक्ति से प्राप्त होता है जिसका सरकारी सेवक के साथ शासकीय संबंध है, ऐसे पट्टे की अवधि को चाहे यह अल्पकालिक हो 1 दीर्घकालिक हो और किराए के संदाय की कालिकता पर ध्यान दिए बिना दर्शाया जाना चाहिए।

(To be submitted at the time of joining by Office Assistant)

INDEMNITY BOND WITH SURETY

(To be stamped of Rs. 1000/- as per State Stamp Rules and Notarized)

This Indemnity is made and executed at _____ day of _____ 2017 by
Sh./Smt./Miss _____

Son/Daughter of Shri _____ a permanent
resident of _____

_____ hereinafter called

“Selected candidate”, the party of the First Part which expression shall unless repugnant to the subject or context mean and include legal heirs, representatives and assigns, has been offered an appointment for the post of Office Assistant (Multi-purpose) vide letter No. HO/2016-17/HRM/..... dated by the **Employer Bank, i.e. Baroda Rajasthan Kshetriya Gramin Bank.**

AND

Shri _____ S/o Shri _____ a
permanent resident of _____

_____ hereinafter called

“Surety”, the party of the Second Part which expression shall unless repugnant to the subject or context mean and include legal heirs, representatives and assigns, have at the request of the First Part stand as Surety to the Financial Bond extended by First Part (Selected candidate) in favour of **Baroda Rajasthan Kshetriya Gramin Bank**, a body corporate constituted under the Regional Rural Banks Act, 1976 (21 of 1976), Regional Rural Banks amendment Act, 2015 and Gazette Notification dated 01.01.2013 issued by the Government of India, Ministry of Finance, Department of Economic Affairs (Banking Division) having its Head Office at Ajmer hereinafter called **“Employer Bank”** which expression shall unless repugnant to the subject or context shall mean and include their successors, executors and administrators.

WHEREAS the Selected candidate has been selected for appointment as **Office Assistant (Multipurpose)** in the service of the Employer Bank.

WHEREAS an Offer of Appointment containing the terms and conditions of the appointment as **Office Assistant (Multi-purpose)** has already been issued to the Selected candidate vide letter No. HO/2016-17/HRM/..... dated of the Employer Bank.

WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to the Employer Bank on dated _____ by the Selected candidate.

WHEREAS one of the terms and conditions of the appointment is that the Selected candidate has to serve the Employer Bank i.e. Baroda Rajasthan Kshetriya Gramin Bank for a minimum period of two years from the date of joining the bank service, has to execute an indemnity with surety in favour of Employer Bank.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in the Offer of Appointment subject to which the Employer Bank has agreed to give appointment to the Selected candidate, the Selected candidate hereby undertakes to serve the Employer Bank for a minimum period of two years.
2. The Selected Candidate agrees and undertakes, to indemnify the Employer Bank that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him leading to termination of his/her service as per Rules and Regulations by the Employer Bank for all losses, costs, charges and expenses upto extent of Rs. _____ and pay an amount of Rs. _____ (Rs. _____) only with the interest thereon @ 12 per cent per annum from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the expenses which the Bank has incurred/may have to incur in recruiting another Selected Candidate at his/her place, and also on account of business loss suffered/to be suffered by Employer Bank during intervening period.
3. The party of the second part i.e. Sh. _____ S/o Sh. _____ agrees to stand as Surety for the due performance of the obligation of the Selected Candidate under this agreement of indemnity.
4. The party of the Second Part undertakes and declares that he/she is having satisfactory and adequate means, and stands as Surety for the due performance of the obligation by the Selected Candidate under his bond. In case of breach of the terms of this indemnity by the Selected Candidate and failure to indemnify the Bank, to pay the amount of Rs. **1,00,000/- (Rs. one lac only)** together with interest thereon @ 12% per annum from the date of breach to Employer Bank immediately on demand. The Surety shall be jointly and severally liable to pay the aforesaid amount to the Employer Bank.

Contd.....3

5. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the Selected Candidate to continue in the service of Employer Bank for the aforesaid term of **two years**, and the Employer Bank shall always have the right to take appropriate action against the Selected candidate as per terms of the appointment letter and/or the Rules and Regulations of the Employer Bank as applicable, in case of commission of any misconduct by the Selected Candidate.
6. The amount specified above shall constitute a debt owing to the Employer Bank and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate specified above till payment.
7. Apart from this indemnity, if the Selected candidate desire to leave the services of the Bank, he will have to give one month notice under probation and after confirmation three months notice to the Bank, failing which, Selected candidate shall be liable to pay to the Employer Bank as compensation a sum equal to his pay for the period of notice required.

Signed and delivered by the Party of the First Part i.e. the Employee having perused and understood the contents terms of this Agreement .

Signed and delivered by the Party of the Second Part i.e. the Surety having perused and understood the contents/terms of the Agreement.

IN WITNESS whereof, the **Selected Candidate** and the **Surety** have put their signatures in the presence of the witnesses.

Photo of
Candidate
& Signature
across

Signature of
Name : _____

Photo of
Surety
& Signature
across

Signature of Surety
Name : _____

WITNESS:
1. Signature _____
Name : _____
Son/Daughter of : _____
Full Address _____

WITNESS:
2. Signature _____
Name : _____
Son/Daughter of : _____
Full Address _____

(To be submitted at the time of joining By Officer)

INDEMNITY BOND WITH SURETY

(To be stamped of Rs. 2000/- as per State Stamp Rules and Notarized)

This Indemnity is made and executed at _____ day of _____ 2017 by
Sh./Smt./Miss _____

Son/Daughter of Shri _____ a permanent
resident of _____

_____ hereinafter called

“Selected candidate”, the party of the First Part which expression shall unless repugnant to the subject or context mean and include legal heirs, representatives and assigns, has been offered an appointment for the post of Officer Junior Management Scale-I vide letter No. HO/2016-17/HRM/..... dated by the **Employer Bank, i.e. Baroda Rajasthan Kshetriya Gramin Bank.**

AND

Shri _____ S/o Shri _____ a
permanent resident of _____

_____ hereinafter called

“Surety”, the party of the Second Part which expression shall unless repugnant to the subject or context mean and include legal heirs, representatives and assigns, have at the request of the First Part stand as Surety to the Financial Bond extended by First Part (Selected candidate) in favour of **Baroda Rajasthan Kshetriya Gramin Bank**, a body corporate constituted under the Regional Rural Banks Act, 1976 (21 of 1976) Regional Rural Banks amendment Act, 2015 and Gazette Notification dated 01.01.2013 issued by the Government of India, Ministry of Finance, Department of Economic Affairs (Banking Division) having its Head Office at Ajmer hereinafter called **“Employer Bank”** which expression shall unless repugnant to the subject or context shall mean and include their successors, executors and administrators.

(2)

WHEREAS the Selected candidate has been selected for appointment as **Officer Junior/Middle Management Scale-I/Scale-II** in the service of the Employer Bank.

WHEREAS an Offer of Appointment containing the terms and conditions of the appointment as **Officer Junior/Middle Management Scale-I/Scale-II** has already been issued to the Selected candidate vide letter No. HO/2016-17/HRM/..... dated of the Employer Bank.

WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to the Employer Bank on dated _____ by the Selected candidate.

WHEREAS one of the terms and conditions of the appointment is that the Selected candidate has to serve the Employer Bank i.e. Baroda Rajasthan Kshetriya Gramin Bank for a minimum period of two years from the date of joining the bank service, has to execute an indemnity with surety in favour of Employer Bank.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in the Offer of Appointment subject to which the Employer Bank has agreed to give appointment to the Selected candidate, the Selected candidate hereby undertakes to serve the Employer Bank for a minimum period of two years.
2. The Selected Candidate agrees and undertakes, to indemnify the Employer Bank that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him leading to termination of his/her service as per Rules and Regulations by the Employer Bank for all losses, costs, charges and expenses upto extent of Rs. _____ and pay an amount of Rs. _____ (Rs. _____) only with the interest thereon @ 12 per cent per annum from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the expenses which the Bank has incurred/may have to incur in recruiting another Selected Candidate at his/her place, and also on account of business loss suffered/to be suffered by Employer Bank during intervening period.
3. The party of the second part i.e. Sh. _____ S/o Sh. _____ agrees to stand as Surety for the due performance of the obligation of the Selected Candidate under this agreement of indemnity.
4. The party of the Second Part undertakes and declares that he/she is having satisfactory and adequate means, and stands as Surety for the due performance of the obligation by the Selected Candidate under his bond. In case of breach of the terms of this indemnity by the Selected Candidate and failure to indemnify the Bank, to pay the amount of Rs. **2,00,000/- (Rs. Two lac only)** together with interest thereon @ 12% per annum from the date of breach to Employer Bank immediately on demand. The Surety shall be jointly and severally liable to pay the aforesaid amount to the Employer Bank.

Contd.....3.

5. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the Selected Candidate to continue in the service of Employer Bank for the aforesaid term of **two years**, and the Employer Bank shall always have the right to take appropriate action against the Selected candidate as per terms of the appointment letter and/or the Rules and Regulations of the Employer Bank as applicable, in case of commission of any misconduct by the Selected Candidate.
6. The amount specified above shall constitute a debt owing to the Employer Bank and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate specified above till payment.
7. Apart from this indemnity, if the Selected candidate desire to leave the services of the Bank, he will have to give one month notice under probation and after confirmation three months notice to the Bank, failing which, Selected candidate shall be liable to pay to the Employer Bank as compensation a sum equal to his pay for the period of notice required.

Signed and delivered by the Party of the First Part i.e. the Employee having perused and understood the contents terms of this Agreement .

Signed and delivered by the Party of the Second Part i.e. the Surety having perused and understood the contents/terms of the Agreement.

IN WITNESS whereof, the **Selected Candidate** and the **Surety** have put their signatures in the presence of the witnesses.

Photo of
Candidate
& Signature
across

Signature of
Name : _____

Photo of
Surety
& Signature
across

Signature of Surety
Name : _____

WITNESS:
1. Signature _____
Name : _____
Son/Daughter of : _____
Full Address _____

WITNESS:
2. Signature _____
Name : _____
Son/Daughter of : _____
Full Address _____

DECLARATION TO BE SIGNED BY SC/ST CANDIDATES ONLY

I _____ son/daughter/wife of _____
_____ resident of village/town/city _____
district _____ state _____ hereby declares that
I belong to the _____ community which recognized as
Scheduled caste / Scheduled Tribe by the Government of India for the purpose of
reservation in Central Government Services under various constitutional orders.

It is also declared that the caste certificate submitted by me shall be deemed to be
material for the purpose of this appointment. If the any information contained in
the Caste Certificate is found false or incomplete my services are liable to be
terminated at any point of time as appointment having been secured on
misrepresentation/ supersession.

Signature of the Candidate
(Name _____)
Mobile No. _____

Place: _____

Date : _____

DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY

I _____ son/daughter/wife of shri _____
_____ resident of village/town/city _____

district _____ state _____ hereby declares that

I belong to the _____ community which recognized as a backward class by the Government of India for the purpose of reservation in Services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36102/22/93-Estt. (SCT) dated 08.09.1993. It is also declared that I do not belong to the persons/sections (creamy layer) mentioned in Column 3 of the schedule to the OM No-36102/22/93-Estt (SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. Of Personnel and Training OM No. 36033/3/2004-Estt (Res) dated 09.03.2004.

It is also declared that the caste certificate submitted by me shall be deemed to be material for the purpose of this appointment. If the any information contained in the Caste Certificate is found false or incomplete my services are liable to be terminated at any point of time as appointment having been secured on misrepresentation/ supersession.

Signature of the Candidate

(Name _____)

Mobile No. _____

Place: _____

Date : _____

The Chairman,
Baroda Rajasthan Kshetriya Gramin Bank,
Head Office,
AJMER

Respected Sir,

Ref: Offer letter for appointment bearing No. HO/2016-17/HRM/ dated 02-01-2017

Reg: Offer of appointment in Baroda Rajasthan Kshetriya Gramin Bank on the post of Officer Junior Management Scale-I.

I acknowledge the above offer letter offering me appointment as Officer Junior Management Scale-I in your Bank

I, _____ (Roll No _____)
hereby accept the offer of appointment for the post of Office Assistant (Multipurpose) as per the terms and conditions, stipulated above.

I, hereby, accept all the terms and conditions laid down in the appointment letter, which I have thoroughly read and understood. I also agree to abide by the Baroda Rajasthan Kshetriya Gramin Bank (Officers and Employees) Service Regulation, 2010 and amendments made therein for the staff from time to time.

Place : _____

Date : _____

Signature

The General Manager,
Baroda Rajasthan Kshetriya Gramin Bank,
Head Office,
Plot No. 2343, IInd Floor,
Vaishali Nagar,
AJMER (Rajasthan)-305004

Respected Sir,

Ref: Offer letter for appointment bearing No. HO/2016-17/HRM/ dated : 02-01-2017.

Reg: Offer of appointment in Baroda Rajasthan Kshetriya Gramin Bank on the post of Office Assistant (Multipurpose).

I acknowledge the above offer letter offering me appointment as Office Assistant (Multipurpose) in your Bank

I, _____ (Roll No _____)
hereby accept the offer of appointment for the post of Office Assistant (Multipurpose) as per the terms and conditions, stipulated in the said letter.

I, hereby, accept all the terms and conditions laid down in the appointment letter, which I have thoroughly read and understood. I also agree to abide by the Baroda Rajasthan Kshetriya Gramin Bank (Officers and Employees) Service Regulation, 2010 and amendments made from time to time.

Place : _____

Date : _____

Signature