

BARODA RAJASTHAN KSHETRIYA GRAMIN BANK
(HEAD OFFICE : AJMER)

CHECK LIST FOR PERSONAL FILE

Name _____ ROLL NO. : _____

Caste/Category : _____ (SC/ST/OBC/PC/EXS/Others)

PWD _____ % OF DISABILITY _____

| Form No. | For Regional /Head Office Use Only | MARK (√) or Comments of Verifying Officer |
|----------|--|---|
| 1 | Appointment Letter and Acceptance Letter | |
| 2 | Joining Report | |
| 3 | Service Entry Record | |
| 4 | Indemnity Bond with Surety | |
| 5 | Police Verification Report | |
| 6 | Medical Certificate | |
| 7 | Relieving Order From Previous Employer | |
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Signature of Verifying Officer

NAME _____

E.C. NO. _____

DESIGNATION _____

Place:

Date :

Joining Report

[to be submitted at the time of joining]

The General Manager/ Regional Manager,
Baroda Rajasthan Kshetriya Gramin Bank,
Head Office/ Regional Office,
.....

Respected Sir,

Ref: Offer letter for appointment bearing No. HO/2017-18/HRM/
dated

Reg: Offer of appointment in Baroda Rajasthan Kshetriya Gramin Bank on the post of Office Assistant (M)/Officer Junior Management Scale-I /Officer Middle Management Scale-(II / III)

I acknowledge the above offer letter offering me appointment as 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/2017-18/HRM/..... dated, after completing all formalities (enclosed) I, hereby, submit my joining report for the post of today i.e. (dd/mm/yyyy) (forenoon/afternoon).

Kindly allow me to join the Bank.

Thanking you,

Yours faithfully,

(_____)

Date:-----

Address: -----

Place : -----

Mob -----

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. सामान्य अजा अजजा अपिव भू सैनिक
(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
Languages known

| भाषा Language | बोलना Speak MARK (√) | पढ़ना Read MARK (√) | लिखना Write MARK (√) |
|---------------|-------------------------|------------------------|-------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

कार्यग्रहण की तारीख
Date of Joining Service : _____

10. रोजगार का स्वरूप
Nature of employment : परिवीक्षा
Probation

11. पदनाम Designation : _____
12. आरम्भिक वेतन Starting Salary : _____
13. पहचान चिन्ह Identification marks : _____
14. परिचयदाता
Introduced by (Names of Referee) 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.

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

INDEMNITY BOND WITH SURETY

(To be stamped of as per State Stamp Rules and Notarized)

This Indemnity is made and executed at _____ day of _____ 2018 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/2017-18/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 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/2017-18/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 active Service 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 active service.
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/- + GST as per rate applicable (Rs. one lac + GST as per rate applicable)** 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

(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 active service**, 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 month's 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 Candidate
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 Junior Management Scale-I)

INDEMNITY BOND WITH SURETY

(To be stamped of as per State Stamp Rules and Notarized)

This Indemnity is made and executed at _____ day of _____ 2018 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/2017-18/ 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.

Contd.....2.

(2)

WHEREAS the Candidate has been selected for appointment as **Officer Junior Management Scale-I** in the service of the Employer Bank.

WHEREAS an Offer of Appointment containing the terms and conditions of the appointment as **Officer Junior Management Scale-I** has already been issued to the Selected candidate vide letter No. HO/2017-18/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 active service 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 active service.
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/-+ GST as per rate applicable (Rs. Two lac + GST as per rate applicable)** 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 active service**, 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 Candidate
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 Middle Management Scale-II /Scale-III)

INDEMNITY BOND WITH SURETY

(To be stamped of as per State Stamp Rules and Notarized)

This Indemnity is made and executed at _____ day of _____ 2018 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 Middle Management Scale-II/Scale-III** vide
letter No. HO/2017-18/ 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.

Contd.....2

(2)

WHEREAS the Candidate has been selected for appointment as **Officer Middle Management Scale-II/Scale-III** in the service of the Employer Bank.

WHEREAS an Offer of Appointment containing the terms and conditions of the appointment as **Officer Middle Management Scale-II/Scale-III** has already been issued to the Selected candidate vide letter No. HO/2017-18/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 active service 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 active service.
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/-+ GST as per rate applicable (Rs. Two lac + GST as per rate applicable)** 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 active service**, 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 Candidate
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 _____

CHARACTER AND ANTECEDENTS VERIFICATION REPORT (APPLICATION FORM)

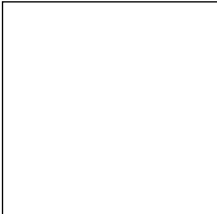
To
The Superintendent of Police,
District Police Office, _____

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) | | | | |

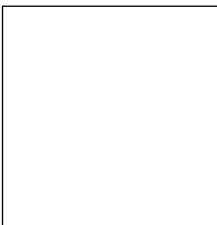
(Signature of Applicant)

(For use of S.P. Office)

Name of the Applicant :

Father/Husband's Name :

Address :



Report :

.....

.....

(Signature of the issuing Authority)
Official Seal

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

Medical Fitness Report (At the time of Joining)

Affix passport
size photograph
duly attested
by Medical
Officer

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 _____ Pregnancy

_____ Identification Mark _____

Remarks (regarding fitness) _____

Candidate Name

(_____)

Signature of the Candidate

Dated : _____

Signature of the Doctor with Seal