



**बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक**  
**Baroda Rajasthan Kshetriya Gramin Bank**  
(बैंक ऑफ बड़ौदा द्वारा प्रायोजित) (Sponsored by Bank of Baroda)

**For Website Only**  
Date 15.03.2021

**Important Notice**

We are pleased to inform that the IBPS has provisionally allotted -187- Office Assistant(M) from CRP-RRB IX to our Bank.

Pre Joining formalities for provisionally allotted candidates under CRP-RRB IX is scheduled to be held on **25.03.2021 and 26.03.2021**.

The list of provisionally allotted candidates along with their scheduled date and time of reporting for pre recruitment formalities is available on our website ([www.brkgb.com](http://www.brkgb.com)). **The detailed letter in this regard being mailed to individual candidate only on his/her Email ID registered at IBPS.**

All provisionally allotted candidates are requested to report on scheduled date and time at **Press Club, Opposite Baroda Rajasthan Kshetriya Gramin Bank, Head Office, Vaishali Nagar, Ajmer** for final verification of following certificates/ documents with original and Bio-metric verification.

**Documents to be brought at the place of reporting. (Original with Two sets of Self Attested photo copy from point I to XVII )**

- i. Date of Birth Certificate as entered in SSC / SSLC / Matric Certificate.
- ii. Certificates in support of educational qualifications and Hindi Language proficiency from SSC /Matric onwards, HSC or any equivalent examinations, Degree and other educational qualifications along with mark sheets for each year/semester etc.
- iii. Computer Literacy Certificate.
- iv. Experience Certificates, **if any**.
- v. Caste Certificate issued by the Competent Authority in the format prescribed by Govt. of India (applicable for SC / ST / OBC category candidates).
- vi. Candidates belonging to OBC category should submit the OBC certificate specifically mentioning the 'Creamy Layer' clause, on Central Govt. Format.
- vii. Income and Assets Certificates as specified by the Govt. of India, issued by Competent Authority on or after 01.04.2020 (applicable for EWS category candidates).
- viii. Medical Certificate from the Medical Board at the District Level in case belonging to PC Category (applicable for Physically Challenged Category candidates).
- ix. Satisfactory reports/Character Certificate from -2- references (one must be Head of the Institution last studied and the other from a Gazetted Officer) along with two copies of each.
- x. Discharge Certificate issued by concerned Defence Authorities in case of an Ex-Serviceman candidate.
- xi. Photo Identity Proof for the purpose of Identification (AADHAR Card and PAN Card). **Please do make sure the information filled by you in IBPS online application form matched with your AADHAR, PAN Card and Educational Certificates.**
- xii. Copy of Valid Common Written Examination (CRP RRB-IX) Score Card /Combine Result with Allotted Bank Name issued by IBPS.
- xiii. Passport size photograph (4 Copies) Photograph should be the same as used at the time of online Examination.
- xiv. Print out of Registered Online Application Form submitted to IBPS.
- xv. No objection Certificate issued by present employer, if currently working.
- xvi. Relieving order (at the time of joining) if employed.
- xvii. Report of Referees -Individually filled by two referees as form F8 and F8-1(available at our website under Formats related to Pre Joining Formalities).
- xviii. Two copies of completely filled in Formats related to Pre Joining Formalities (Available at our website [www.brkgb.com](http://www.brkgb.com)).**



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All candidates are advised to strictly follow the instruction of social distancing during Document Verification process due to COVID-19 Pandemic (Available at our website [www.brkqb.com](http://www.brkqb.com)).

The above referred information / documents shall be deemed to be material for the purpose of candidate's pre appointment formality. If any of the documents, information, statements and claims is found to be false or incomplete; the services of concerned candidate are liable to be terminated, at any stage of employment, as having been secured on misrepresentation of fact / information.

The formats related to pre joining formalities are placed at our website [www.brkqb.com](http://www.brkqb.com). The candidates should invariably bring all documents related to eligibility, age, educational qualification, caste certificate and four passport size photographs on reporting date.

The candidates who are already employed elsewhere have to produce the resignation acceptance letter from their existing employer **at the time of joining**.

Further if any candidate fails to submit any certificate/document on reporting date he/she will not be considered for appointment.

At the time of Joining every candidate has to execute a bond on notarized stamp of appropriate value agreeing to pay to the Bank a sum of **Rs. 1,00,000/- Plus GST as per rate applicable** in the event of his/her leaving the Bank job before stipulated period.

If any candidate declared medically unfit **at the time of joining** he/she will not be considered for appointment.

Female candidates while undergoing medical test, if pregnancy is detected and they are found temporarily unfit by the Civil Surgeon, such candidates will be considered for appointment after delivery and on production of a fitness certificate from the Civil Surgeon. The post will be kept as vacant and unfilled till such time. To avail this facility the pregnant candidate have to give a request letter in writing along with medical certificate from surgeon and obtain permission from competent authority.

**Any request regarding extension of document verification date will not be entertained. All the procedure i.e. verification of documents, Biometric impression matching are mandatory. If any candidate fails to turn up on the stipulated date it will be presumed that he/she is not interested for appointment in this Bank, also no further chance will be available to them for the said process and their candidature for appointment will be treated cancelled, and no further correspondence will be entertained in this regard. No travelling Expenses will be paid for the journey for the said purpose.**

**Please note to make lodging, boarding and transportation arrangements at your level.**

**Date: 15.03.2021**  
**Place: Ajmer**

**(Ravi Goyal)**  
**General Manager**

List and reporting schedule for provisionally allotted Office Assistant(M),