



बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक

Baroda Rajasthan Kshetriya Gramin Bank

(भारत सरकार, राजस्थान सरकार तथा बैंक ऑफ बड़ौदा का संयुक्त उपक्रम)
(Joint Venture of Govt of India, Govt of Rajasthan & Bank of Baroda)

HO/2024-25/HRM/2049

Date : 06.01.2025

IMPORTANT NOTICE

With reference to the Common Recruitment Process RRB-XIII conducted by IBPS, we are pleased to inform that the IBPS has provisionally allotted **Officers and Office Assistants (M)** to our Bank. The provisionally allotted candidates are called for completing pre-recruitment formalities before issuing them offer of appointment. The dates for pre-recruitment formalities are scheduled from **17.01.2025 to 24.01.2025**.

The list of provisionally allotted candidates along with their scheduled date and time of reporting for pre-recruitment formalities are available on Bank's website. The detailed information in this regard are being mailed separately to individual candidates on their registered e-mail id.

All candidates are advised to report on scheduled date and time at our Head Office for verification of following certificates/documents, Hindi language Certificate with original and Biometric verification to ascertain credentials of the Candidates.

Documents to be submitted at the place of reporting. (Two sets of photo copy with original)

1. Date of Birth Certificate as entered in SSC / SSLC / Matric Certificate.
2. Certificates in support of your educational qualifications from SSC / Matric onwards, HSC or any equivalent examinations, Degree and other educational qualifications along with marksheets for each year/semester etc.
3. Computer Literacy Certificate.
4. Experience Certificates, if any.
5. Valid Certificate issued by the Competent Authority in the format prescribed by Govt. of India, in case belonging to SC / ST / OBC / EWS category.
6. Candidates belonging to OBC category should submit the OBC certificate specifically mentioning the 'Creamy Layer' clause. The certificate should not be more than one year old (Cutoff date of OBC Certificate is date of Interview of respective candidate).
7. Medical Certificate from the Medical Board at the District Level in case belonging to PC Category. (Physically Challenged Category)
8. Medical Fitness Certificate issued by Medical Officer/CMHO of Government Hospital (to be submitted by all candidates).
9. Satisfactory reports from -2- references (one must be Head of the Institution last studied and the other from a Gazetted Officer) alongwith two copies of each.
10. Discharge Certificate issued by concerned Defence Authorities in case candidate is an Ex-Serviceman.
11. Photo Identity Proof for the purpose of Identification of candidate.
12. Copy of Valid Common Written Examination (CRP-XIII) Score Card issued by IBPS.
13. Passport size photograph (4 Copies) Photograph should be the same as was used at the time of online Examination.
14. No objection Certificate issued by present employer.
15. Print out of Registered Online Application Form submitted to IBPS.

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Documents to be submitted at the time of Joining :

1. The candidates who are already employed elsewhere have to produce the resignation acceptance letter/ Relieving order from their existing employer.
2. At the time of Joining every candidate has to execute a bond agreeing to pay to the Bank a sum of Rs. 2,00,000/- for Officer cadre/ Rs. 1,00,000/- for Office Assistant (M) in the event of his/her leaving the Bank job before stipulated period.
3. Police verification Report issued by Police Station in area where candidate reside for last five years.

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

We have placed the formats related to pre joining formalities at our website 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.

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

Female candidates while undergoing medical test, if pregnancy is detected they are to be found temporarily unfit by the Civil Surgeon, such candidates will be considered for appointment after delivery 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)

In case any candidate do not report on the above stipulated date, it will be presumed that he/she is not interested to join the Bank's service and no further correspondence will be entertained in this regard.

Any request regarding extension of verification date will not be entertained. All the procedure i.e. verification of documents, Biometric impression matching are mandatory. If any candidate fail to turn up on the stipulated date it will be presumed that he/she is not interested for appointment in this Bank and No further correspondence will be entertained in this regard.

No travelling Expenses will be paid for the journey for the said purposes. Date of joining will be communicated in due course.

Date : 06.01.2025

Place: Ajmer

V.C.Jain
General Manager