


<p>महाराष्ट्र ग्रामीण बँक (भारत सरकार द्वारा स्थापित शेड्युल्ड बँक) पुरस्कृत बँक: बँक ऑफ महाराष्ट्र मुख्य कार्यालय: 35, जीवनश्री, सेक्टर - जी, टाऊन सेंटर, सिडको, औरंगाबाद - 431 003</p>		<p>MAHARASHTRA GRAMIN BANK (A Scheduled Bank established by Government of India) Sponsor Bank: Bank of Maharashtra Head Office. : 35, Jivanshree, Sector 'G', Town Centre, CIDCO, Aurangabad - 431 003</p>
<p>(0240) 2476139 Fax: 2476143</p>		<p>e mail: mgbhonnd@gmail.com Visit: www.mahagramin.in</p>

HO/HRD/ / /2019

Date: 28.01.2019

OFFER OF EMPLOYMENT - OFFICE ASSISTANT (MULTIPURPOSE)

This has reference to your application in response to IBPS advertisement on IBPS's Website dated **06.06.2018** for the post of Office Assistant (Multipurpose) and subsequently your selection for the said post in Maharashtra Gramin Bank through Common Written Test. However, your appointment as an Office Assistant (Multipurpose) is subject to terms & conditions mentioned herein Offer of Employment along with unconditional acceptance of this Offer of Employment by you on following terms & conditions -

1	You will be appointed as Office Assistant (Multipurpose) on probation in grade/ pay scale (Rs. 11765-655/3 - 13730 - 815/3 - 16175- 980/4 - 20095- 1145/7 - 28110- 2120/1 - 30230- 1310/1 -31540) w.e.f. date of joining at the Branch / Office wherever you have been posted.
2	You will draw a Basic Pay of Rs.11765- (Rs. Eleven Thousand Seven Hundred sixty five only) every month along with Dearness Allowance, House Rent Allowance and other admissible allowances as per Service Rules & Regulations framed by the Bank from time to time.
3	You will be on probation for a period of One year from the date of your joining at Branch/Office of the Bank wherever you are posted.
4	You will be entitled with the first increment in the scale after completion of one year of satisfactory service from the date of your joining the Branch/Office of the Bank wherever you are posted. However, this would not amount to your confirmation in service as explained in Para - 6 below.
5	You are also liable to be posted/transferred to any of the locations where the Bank has or may have a Branch/Office in future and at any institution Sponsored by our Bank, according to administrative exigencies/requirements of the Bank.
6	You will be confirmed in the Office Assistant (Multipurpose) if and only if your work performance and conduct during the period of your probation is satisfactory in the opinion of the Competent Authority. Nevertheless, the period of your probation can be extended for a period not exceeding six months if it is found unsatisfactory. During the period of probation including the period of extension, if any, if the Competent Authority is of the opinion that you are not fit for confirmation, your services would be liable to be terminated by giving you one month's notice in writing or pay one month's emoluments in lieu of notice.
7	In the event you tender your resignation, you will not be relieved from the Bank's services until and unless your resignation is duly accepted by the Competent Authority and full and final recovery of all the dues (if any) falling upon you.
8	<p><u>Rules regarding Termination of Service by Notice:</u></p> <p>a. You shall not leave or discontinue your services with the Bank without giving prior notice in writing to the Bank regarding your intention to leave or discontinue your services with the Bank.</p> <p>b. The period of notice shall be 03 months prior to date of last working day in the bank for confirmed Employee and 01 month prior to date of last working day in the bank for Employee who is on probation.</p> <p>c. In case of breach of the provisions of 8 (a) & (b) above, you shall be liable to pay a sum equal to "Emoluments" for the period of notice to the Bank as compensation.</p> <p>d. You shall also be liable to refund the pay or allowances or both, if any, drawn by you while on training and/or entire training expenses incurred by the Bank or Sponsor Bank for deputing you on training.</p>
9	You must submit your 3 Passport size recent photographs (with date of photo), your Domicile Certificate, printout of Online Application Form registered for CWE-RRB-VII.
10	In case, this Offer of Employment is acceptable to you, you should communicate your acceptance immediately by returning the enclosed copy of this Offer of Employment duly signed and dated by you with an endorsement as " <u>The Offer of Employment is hereby accepted by me unconditionally and I am willing to join the Bank as Office Assistant (Multipurpose) on the terms and conditions mentioned in this Offer of Employment"</u>
11	You will have to submit attested copies of Leaving Certificate, Mark sheets and certificates of your S.S.C. & H.S.C., Certificate & Mark Sheets of Degree and other relevant certificates etc. along with the Letter of Acceptance if the same are not submitted earlier with us.
12	Non-Creamy Layer certificate issued by the Competent Authority if your claim belongs to OBC category.

13	<p>“The appointment is provisional and is subject to the caste / tribe certificate being verified through proper channels and If the verification reveals that the claim to belong to Scheduled Caste / Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of false certificate.”</p> <p>The appointment is provisional and is subject to the community certificate being verified through proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her 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 for production of false certificate.</p>
14	You must submit SC/ST & OBC Caste Certificate issued by Competent Authority in the prescribed format as stipulated by Govt. of India along with Caste Validity Certificate. If your claim of belonging to SC/ST or OBC is later found false/invalid, your services will be liable to be terminated without any further notice.
15	You need to attend and complete the joining formalities and subsequently collect the appointment letter with name of Branch/Office allotted to you at Bank's Head Office on 06/07-02-19 at 9.00 am. The address of Bank's Head Office is “ Maharashtra Gramin Bank, Head Office, 35, “Jivanshree”, Sector 'G', Town Centre, CIDCO, Aurangabad - 431 003 ”. Please note that your probation period / service in Maharashtra Gramin Bank will start only from the day of your actual joining at the Branch/ Office wherever you are posted. Your salary will also be drawn from the date of your joining at the branch/office wherever you are posted.
16	You will have to produce necessary Relieving Letter from the previous employer if already in employment on being the mandatory part of the joining formalities.
17	As per rule, you will have to produce Service Bond before joining the duty, undertaking to serve the Bank for a period not less than 3 years from the date of appointment as an Office Assistant (Multipurpose) failing which you shall have to pay to the Bank Rs. 25,000/- in addition to Rules under Para 8 above.
18	You will have to produce Medical Fitness certificate either from District Civil Surgeon of your District or Medical Officer appointed by the Bank.
19	You will have to give an undertaking of having no history of criminal case/conviction against you and in the event of antecedents if any found subsequently by the Bank, your services would be liable for termination without any further inquiry. Bank also reserves its right to investigate further if necessary in the matter of criminal case/conviction.
20	You will have to give character certificate from at least two respectable persons (not in relation with you) on their letter head with seal & signature along with their full correspondence address, phone number, mobile number and/or e-mail ID.
21	As an Office Assistant (Multipurpose), you will be governed by “ Maharashtra Gramin Bank (Officers and Employees) Service Regulations, 2010 ” & “ Maharashtra Gramin Bank (Officers and Employees) Service Regulations Amended Rules, 2011 ” & further amendment in this regard from time to time.
22	The probation period is liable to be extended to the extent of leave without pay, unauthorized absence during the Probation period for whatsoever reason.
23	For PWD Candidates, certificate of PWD category issued by CMO/Competent Authority need mandatorily to be submitted stating therein the certificate the nature, extent and percentage of disability.
24	You are required to carry original and photocopies (Xerox copies) of Pan Card/Aadhaar Card/Election Card along with valid Photo ID card which were actually submitted by you at time of Common Written Examination (Online Examination).
25	Relieving Letter from Defense Services along with Pension Order and any other relevant documents in support of eligibility are required to be submitted by the candidate in case of appointment as Ex-Servicemen.
26	At the time of joining, you have to furnish Cash Security/ Personal Security of Rs. 1,000/- (Rs. One thousand only).
27	If you do not report at Bank's Head Office to attend the joining formalities on the scheduled day along with all the required documents/certificates as stated above, it will be presumed that you are not interested in joining Bank's services and Offer of Employment given herein is rejected by you. Consequently your candidature will be permanently eliminated from the list of selected candidates and Bank will proceed further in the matter.

GENERAL MANAGER (C)

To
Shri/Smt. _____



ENDORSEMENT: “The Offer of Employment is accepted by me unconditionally and I am willing to join the Bank as an Office Assistant (Multipurpose) on the terms and conditions of this Offer of Employment”

Date:

Signature of the Candidate
(Shri/Smt: _____
Roll No. _____