

		rendered in defence services + 3 years (8 years for disabled ex-serviceman belonging to SC/ST) subject a maximum 50 years.
7	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989.	5 years
8	Widows, Divorced women & women judicially separated from their husbands & who are not remarried (subject to max. age limit of 35 years for General, 38 years for OBC & 40 years for SC/ST candidates)	9 years

Note:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. An ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in the Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
3. An Ex-Serviceman, who is discharged from Service on or before **17.03.2010** is only eligible to apply.
4. All persons eligible for age relaxation under 03 (7) must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
5. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Community Certificate.

Definition: Physically Challenged Persons (PC) – Definition of Categories of Disabilities:

- (a) An Orthopaedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central / State Govt.) would be eligible for reservation in services/ posts.
Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.
- (b) Deaf & Hearing Impaired (HI): The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life, i.e., total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (c) Visually Impaired (VI) : The visually impaired persons are those suffering from blindness or low vision.

Blindness – refers to a condition where a person suffers from any of the following conditions:

(i) total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Person with low vision – means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

The candidate will have to arrange his/ her own scribe -

- i) at his/ her own cost.
- ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- iii) The scribe can be from any academic discipline. The scribe should possess 60% or lesser marks.
- iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/ she did not fulfill any of the laid down eligibility criteria or suppress material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

EDUCATIONAL QUALIFICATION (as on 01.01.2010)

A degree from any recognized university in any discipline or its equivalent.

OR

A pass in Higher Secondary School examination of 10+2+3 pattern/ 11th standard of 11+3 pattern/ Pre-degree or intermediate or any equivalent examination with a minimum of 50% (45% for SC/ ST) marks in the aggregate.

OR

Diploma in Banking recognized by State or Central Government or Union Territory.

OR

Pass with minimum 60% (55% for SC/ST) marks in aggregate in Matriculation/Senior school certificate (Old pattern) or equivalent.

AND

Proficiency in local language (Telugu) is essential.

Knowledge of English is preferred.

Preference will be given to candidates with Computer knowledge

04. APPLICATION FEE INCLUDING BANK AND POSTAL CHARGES (NON REFUNDABLE):

Sl No.	Category	Fees
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1	SC / ST / PC / EXS (Postage + bank charges)	Rs. 75/-
2	OBC / General (Application + Postage + bank charges)	Rs. 275/-

- a) **Payment of Fee** : There are two Challan forms available in our web site.
1. Andhra Pradesh Grameena Vikas Bank.
 2. State Bank of India
- a) Candidates presently residing in our area of operation i.e., the districts of Srikakulam, Vizianagaram, Visakhapatnam, Khammam, Nalgonda, Mahabubnagar, Sangareddy and Warangal, should pay the fees in any of the Branches of Andhra Pradesh Grameena Vikas Bank (APGVB).
- b) Candidates from all other places can pay the fees in any State Bank of India Branches.

b) As a first step, Candidates should down load one of the Challan forms(as may be applicable to them) from the Bank's website.

c) After filling in the required information on the form they should make payment of fees in the respective Bank and should keep the '**Candidate's Copy**' of the remitted Challan form with them for producing the same at the time of written test along with the latest passport size photograph.

Note : Candidates will not be permitted for the Written Test with out production of this Challan form and Photograph.

d) The list of our Bank branches together with Code numbers is available on our bank's web site "www.apgvb.com" for the information of the candidates.

e) Application once made will not be allowed to be withdrawn and examination fee once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

f) **Fees should be paid invariably between 17.02.2010 and 15.03.2010 only.**

05. SELECTION PROCEDURE :

The selection of the candidates shall be made on the basis of written test and interview. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for a written test, which will comprise the following:

S.No.	Objective Type Tests	NO. of questions	Max. Marks	Duration
01	Reasoning Ability	50	50	120 minutes
02	Numerical Ability	50	50	
03	Clerical Aptitude	50	50	
	Total	150	150	
04	English Language	50	50	30 minutes

- Note :**
- a) The marks obtained in the first three papers will be reduced to 60% for the purpose of preparing merit list after the written examination.
 - b) The test of English language is only a qualifying examination.

Marks obtained in the written test will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those

candidates who ranked sufficiently high in the written test will be called for the interview in the ratio of 1:4. Mere eligibility / pass in the test shall not vest any right for being called for interview. The detailed information regarding the written test will be given in the "**Acquaint yourself**" booklet which will be sent to the candidates along with the call letter for written examination.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the written test and interview.

WRITTEN TEST :

(i) The written test will be held on - **2nd May 2010**.

(ii) The date of examination is tentative. The exact date will be communicated to the candidates through call letter for the examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.

(iii) The Written test will be scheduled at the following Centers and the address of the Venue will be advised in the Call Letter:

Center Code No	Name of Center
10	WARANGAL
11	KHAMMAM
12	NALGONDA
13	MAHBOOBNAGAR
14	SANGAREDDY
15	SRIKAKULAM
16	VIZIANAGARAM
17	VISAKHAPATNAM

The Bank, however, reserves the right to cancel any of the Centers and / or add other Centers, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the Candidate any Center other than the one he / she has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

APPOINTMENT : Candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement.

Probation : one year

Pre- Examination Training for SC / ST / Minority / EXS candidates

It is proposed to impart free Pre-Examination Training to SC / ST / Minority / EXS Candidates at Hyderabad tentatively. The Training Center may also be changed at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the application format. All expenses regarding traveling, boarding, lodging etc will be borne by the candidate for attending the Pre- Examination Training programme at the concerned Training Center.

HOW TO APPLY :

1. All eligible candidates should apply on-line through the link provided to our website www.apgvb.com in the prescribed Format from **17.02.2010 to 17.03.2010**. Please note that the last date for submission of on-line application is **17.03.2010**.

2. Candidate should fill up the application available after clicking the link given in the notification.
3. **Branch Code** and **Branch Transaction Journal Number** noted on the Challan form should be correctly filled in the application at appropriate place.
4. Application, after filling up all the mandatory fields and security check box, should be submitted by a click on the "submit" button.
5. **All the mandatory fields (marked with *) should be filled in, otherwise the system will not accept the application.**
6. The Candidate should note / remember the **Registration number and Password** for future reference and use.
7. Please note that the above is the general procedure for applying on-line. No other mode of application or incomplete application will be accepted and in such case, the application would be rejected outright.
8. For further details contact our "HELP DESK" number **94931 26210**.

GENERAL INSTRUCTIONS:

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.
- b) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms.
- c) Application once made will not be allowed to be withdrawn and the examination fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- d) A recent passport size photograph should be firmly pasted on the paid Challan form (Candidate's Copy). Five copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of written test and interview may lead to disqualification.
- e) Candidates already in employment should produce 'no objection certificate' from their employer, at the time of interview, in the absence of which their candidature will not be considered..
- f) Only candidate willing to serve anywhere in Andhra Pradesh should apply.
- g) Decision of the Bank in all matters regarding eligibility of the candidate the stages at which such scrutiny of eligibility is to be undertaken, the document to be produced for the purpose of the conduct of examination, Interview, selection and any other matter relating to recruitment will be final and binding on the candidate, no correspondence or personal enquiries shall be entertained in this behalf.
- h) Bank, may at its discretion hold re-examination wherever necessary in respect of a center/ venue/specific post of venue or a candidate(s).
- i) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/Institution.
- j) Any request for change of address will NOT be entertained.

- k) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated in Hyderabad.
- l) Bank takes no responsibility for any certificate/remittance sent separately by candidate.
- m) No Candidate is permitted to use calculator, Mobiles, pagers or any other such instruments during the examination. The candidates will appear for the written examination at the allotted centers at their expenses and risks and the Bank will not be responsible for any injury/loss etc, of any nature.
- Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
 - Appointment of selected candidates is subjected to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.

Competent Authority for Issue of Certificate to SC / ST / OBC / PC is as under: (to be produced at the time of Interview)

- (a) For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendary Magistrate/ Sub- Division Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides.
- (b) For Physically Challenged – the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/ cerebral/ visual/ hearing disability as the case may be.

Action Against Candidates Found Guilty of Misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination/ interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof) / answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

- (a) To be disqualified from the examination for which he/ she is a candidate.
- (b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by Andhra Pradesh Grameena Vikas Bank.
- (c) For termination of service, if he/ she has already joined the Bank.

The Bank would be analyzing the responses of a candidate with other candidates to detect patterns of similarity. If as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the bank reserves right to cancel his/ her candidature.

Last Date for remittance of Exam fee	15.03.2010
Last Date for submission of on-line Application	17.03.2010

Call Letters for Written Examination :

All eligible candidates will be issued call letters at the correspondence addresses given by them in their application form, which will be sent by post. An eligible candidate who does not receive the call letter by **25.04.2010** should contact at the following address mentioned against his / her respective center of examination with details of his / her name, address, xerox copy of the Challan form with a photograph pasted there on, etc, for obtaining duplicate call letter. Duplicate call letters will be issued between 26.4.2010 to 30.04.2010 at the following addresses.

Center Code No	Centre of the written test	Address of the Regional Office	Phone No.
10	WARANGAL	Regional Officer, 2/739/13, 1 st floor, Ramanagar, Hanamkonda-506001, Warangal District.	0870-2577880
11	KHAMMAM	Regional Officer, Wyra Road, Khammam – 507002.	08742-228897
12	NALGONDA	Regional Officer, Ramgiri, Nalgonda - 508001.	08682-229950
13	MAHBUB-NAGAR	Regional Officer, 8-3-3/5/F, 1 st & 2 nd Floors, Mettuguda, Mahabubnagar – 509001	08542-252861
14	SANGAREDDY	Regional Officer, Sangareddy, Medak district.	08455-274088
15	SRIKAKULAM	Regional Officer, Saraswathi Complex, Baker Sahed Peta, Srikakulam – 532001.	08942-220157
16	VIZANAGARAM	Regional Officer, 8-12-64/1, Himagiri Theatre, Near S.P.Bunglow, Vizianagaram – 536002.	08922-273956
17	VISAKHAPATNAM	Regional Officer, 50-44-39/1, Beside Post Office, Near Eenadu Office, Seethammadhara, Visakhapatnam-530013.	0891-2713981

Place: WARANGAL

Date : 17.02.2010.

General Manager (HR)



ANDHRA PRADESH GRAMEENA VIKAS BANK
HEAD OFFICE :: WARANGAL
(SPONSORED BY STATE BANK OF INDIA)
HELP DESK NO : 94931 26210

RECRUITMENT OF OFFICE ASSISTANTS.

HOW TO APPLY

Candidates are required to go to any Branch of Andhra Pradesh Grameena Vikas Bank or State Bank of India and pay the amount of prescribed examination fees and get receipt from the branch. The candidates are required to apply online through our website **www.apgvb.com**. No other means / mode of application will be accepted. The last date for registering applications on-line is **17.03.2010**. Application registration on our website will be open from **17.02.2010 to 17.03.2010**.

GUIDELINES FOR FILLING THE APPLICATION ARE AS UNDER :

- **Candidates should have a valid e-mail ID.** This will help him / her in getting call letter / interview advices etc.
- Candidates must ensure that on deposit of fee, the branch issues him a receipt which should invariably mention under noted items :-
**i) Journal number ii) Branch Name iii) Branch code number and
iv) Date of deposit.**

The payment of **fees** should be made from **17.02.2010 to 15.03.2010**. This date will be same for the candidates belonging to far-flung areas.

Eligible candidates will receive an "Acquaint Yourself Booklet" with the call letter for written examination. The "Candidate's copy" of the exam fee challan form with a recent photograph of the candidate pasted there on should be handed over at the examination center. Candidates are advised to retain 5 copies of the photograph pasted on the Challan form for use at the time of Interview. (Identical photos have to be affixed on documents).

Candidates should keep two copies of the Application printout, a copy of the printout with the recent photograph of the candidate duly pasted thereon will have to be submitted at the time of interview, other copy may be retained for personal record of the candidate. A copy of the payment receipt (indicating Deposit Journal No.) may be retained for his record. Original payment receipt will have to be submitted with the call letter at the time of written examination.

LAST DATE FOR PAYMENT OF EXAM FEE : 15.03.2010.
LAST DATE FOR REGISTRATION OF ON-LINE APPLICATIONS : 17.03.2010.