

**ANDHRA PRADESH GRAMEENA VIKAS BANK**  
**HEAD OFFICE : WARANGAL**

---

Reference: APGVB/P8/08-09

Date:

Dear Sir/Madam,

**Recruitment of Office Assistants**  
**Call Letter for Interview on.....**

We have pleasure in informing you that on the basis of your performance in the Written Examination held on 19-04-2009 of the above recruitment, you have been found successful for taking the interview at the following Address :

**Your performance in the Interview will carry weightage.**

3. You will have to report for the interview at above address at 8 a.m. sharp along with this letter on ..... During the ensuing registration formalities, all the particulars furnished by you in your application form, bio-data-cum-attestation forms as well as your eligibility criteria for the captioned post will be verified with original documents.

**Please, therefore, bring the following original certificates and marks sheets for verification at the time of interview with one set of attested photocopies thereof.**

- a) Proof of age (school leaving certificate or any other acceptable document).
- b) Marksheets and Certificates from XII<sup>th</sup> Standard onwards.
- c) In case of Scheduled Caste / Tribe candidates, Caste / Tribe certificates issued by the Competent Authority for the purpose under the seal of the office.
- d) In case of OBC candidates, OBC Certificate in the format prescribed by Government of India and issued by the Competent Authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefits of reservations for OBC's in civil posts and services under the Government of India with 'NON CREAMY LAYER' clause based on income for the financial year preceding the date of application. The OBC certificate should be for the financial year 2007-2008 issued on or after 01.04.2008.
- e) Ex-Servicemen - Candidates who are serving in Defence and had applied under Ex-servicemen category should submit a certificate from the competent authority stating that they would be released/retired on or before 31.07.2009.
- f) Candidates belonging to Physically Challenged category will have to produce a medical certificate in the format and from the authority as specified in the Disabilities Act of 1995 in support of his / her disability.
- g) Service Certificate(s) in respect of your present / previous employment.
- h) Testimonials from your present / previous employers.

- i) Character Certificates issued in recent past as under :-
  - a) Issued by the School / College last attended
  - b) Issued by a State / Central Government Gazetted Officer
  - c) Issued by previous / present employer, if any,
4. Persons in the service of Government / Public Sector Banks /Undertakings, have to submit a “No Objection Certificate” from their employer. Your candidature's liable to be cancelled, if it is not produced. It should be further noted that in case you are selected, you should produce proper discharge certificate from your employer at the time of taking up your appointment.
5. Only SC / ST / PWD outstation candidates will be paid 2nd class railway fare or actual journey fare whichever is less from the place of residence (i.e. address furnished in the application) or from the place of posting (if in the Defence Services) to the place of interview and back, by the shortest route. Please note that no travelling expenses will be reimbursed to you unless photocopies of tickets or the originals are produced for our verification and record. Further, it will also be necessary for the candidate who is in service, to produce an undertaking to the effect that he/she has not claimed the travelling expenses from his/her present employer under HTC/LTC or any other facility for his/her visit.
6. We enclose a Biodata Cum Attestation form, which should be filled in completely in all respects (no column is to be left blank). After filling up the form, you should take 3 photocopies of the same and paste your recent photograph on all the forms. One set of Attested photocopies of required certificates should be attached to the original form for submission at the time of reporting for interview.
7. The identity certificate therein should be signed by any one of the following: Gazetted Officers of Central/State Government, Member of Parliament/State Legislature, Sub-Div. Magistrate/Officer, Tahasildar or Naib/Dy. Tahasildar authorized to exercise magisterial power, Principal/Head master of recognized Institutions, Block Development Officer or Post Master.
8. We reiterate that in the absence of production of valid essential certificates you will not be permitted to appear for the Interview of the recruitment exercise and no travelling expenses will be paid.
9. Please note that this call letter for the Interview of the recruitment exercise does not constitute an offer of appointment.
10. Please note that requests for rescheduling of date for appearing for the Interview will not be entertained under any circumstances.
11. The Bank will not be responsible for any delay caused by transport services, etc.
12. The Bank will not be responsible for any delay in receipt or loss in postal transit of any communication or for not connecting any certificate(s) or other documents sent separately.
13. In case at any stage of selection, including after appointment & medical fitness, it comes to the Bank's notice that you do not possess requisite qualification and or do not fulfill eligibility criteria your candidature will be liable to be rejected, which please note.
14. The candidates who have been allowed to take assistance of scribe will have to bring the Academic Qualification Certificates and Marks List of such person to satisfy in eligibility criteria.
15. Please bring this call letter with you when you report for the Interview.

Yours faithfully,

General Manager (HR)

Encl. : Bio-data-cum attestation form.