

ANDHRA PRAGATHI GRAMEENA BANK
(Sponsored by Syndicate Bank)
Head Office, P B No.65, Kadapa-516 001 (AP)
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Advertisement No. : 02/APGB/2011

APPLICATIONS ARE INVITED FROM INDIAN CITIZEN DOMICILE OF ANDHRA PRADESH (AP) FOR THE POSTS OF OFFICER MIDDLE MANAGEMENT GRADE SCALE-III (MMGS-III), MIDDLE MANAGEMENT GRADE SCALE-II (MMGS-II), OFFICER JUNIOR MANAGEMENT GRADE SCALE-I (JMGS-I) – GROUP ‘A’ AND OFFICE ASSISTANT (MULTI PURPOSE) – GROUP ‘B’, IN ANDHRA PRAGATHI GRAMEENA BANK (Regional Rural Bank sponsored by SYNDICATE BANK)

1.	STARTING DATE FOR APPLYING ON LINE	29.09.2011
	LAST DATE FOR APPLYING ON LINE	28.10.2011

2. DATE OF WRITTEN EXAMINATION:

Post code	Post	Date of Written Examination
01	Officer MMGS-III	08.01.2012
02	Officer MMGS – II	08.01.2012
03	Officer JMGS – I	08.01.2012
04	Office Assistants (Multipurpose) – Clerical Cadre	15.01.2012

3. VACANCIES

Posts	Post Code	SC	ST	OBC	GEN	TOTAL	PWD			EXS
							VH	HI	OC	
Officer MMGS-III	01	-	-	-	1	1	-	-	-	-
Officer MMGS –II	02	3	1	5	11	20	-	-	-	-
Officer JMGS -I	03	12	6	22	42	82	-	1	1	-
Office Assistant (Multipurpose)	04	20	8	34	66	128	1	1	1	18

PWD includes Visually Handicapped (VH), Hearing impaired (HI), Loco motor Disability or cerebral palsy which includes all cases of Orthopedically Challenged (OC) persons.

Abbreviations stand for	SC	Scheduled Caste	ST	Scheduled Tribe
	OBC	Other Backward Classes	GEN	General Category
	EXS	Ex-Servicemen	PWD	Persons with Disability

Note: a) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

b) Candidates belonging to reserved categories, including Persons with Disabilities and candidates for whom no vacancy has been announced are free to apply against vacancies announced for general category.

c) As the reservation for PWD/EXS candidates are on horizontal basis, the selected candidates will be placed in appropriate category to which the candidates belong.

- d) It is clarified that it may not be possible to employ Persons with Disabilities in all Offices/ Branches of the Bank and they will have to work in the posts identified by the Bank as suitable for them.
- e) The Bank reserves the right to post / transfer the candidate upon selection to any place in its Area of operation depending upon the requirement.
- f) **No reservation for Ex-servicemen in Officers cadre**

4. PAY SCALES :

Officer MMGS – III	:	Rs. Rs. 25700 – 800/5 – 29700 – 900/2 – 31500
Officer MMGS – II	:	Rs. 19400 – 700/1 – 20100 – 800/10 – 28100
Officer JMGS – I	:	Rs. 14500– 600/7 – 18700 – 700/2 – 20100 – 800/7 – 25700.
Office Assistant (Multipurpose)	:	Rs. 7200 – 400/3 – 8400 – 500/3 – 9900 – 600/4 – 12300 – 700/7 – 17200 – 1300/1 – 18500 – 800 – 19300.

Note: Dearness Allowance (DA), City Compensatory Allowance (CCA), House Rent Allowance (HRA) and other admissible allowances will be payable, as per the rules of the Bank, depending upon the place of posting. In addition, Conveyance, Medical Aid, LTC / LFC & Retirement Benefits are admissible, as per the rules of the Bank.

Total emoluments (Basic+DA+HRA) for post code 1 will be Rs.40940/- pm for post code 2 will be Rs.30904./- pm, post code 3 will be Rs.23098/- pm, and for post code 4 will be Rs12784/- pm approximately as per the prevailing rates.

5. ELIGIBILITY CRITERIA:

I. Nationality/Citizenship as on 31.08.2011: A candidate must be either i) a citizen of India ii) a subject of Nepal or iii) a subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika), Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India. **However, they should be domicile of Andhra Pradesh.**

Nativity by Continuous residence: The applicant **should have been residing continuously for 5 years in Andhra Pradesh prior to the date of appointment**

II. Age limit as on 31.08.2011:

Post Code	Posts	Minimum age	Maximum age
01	Officer MMGS-III	21 years	Below 40 years
02	Officer MMGS-II	Above 21 years	Below 32 years
03	Officer JMGS- I	Above 18 years	Below 28 years
04	Office Assistant (Multipurpose)	18 years	28 years

Relaxation in Upper Age Limit:

I	Scheduled Caste/ Scheduled Tribe candidates	5 years
II	Other Backward classes candidates	3 years

III	Persons with Disability (PWD)	10 years
IV	The children/ Family members of those who died in the 1984 riots**	5 years
V	Ex-service men/ Commissioned Officers including ECOs/SSCOs For Post Codes 1,2 & 3	In case of Ex-Servicemen and commissioned Officers including ECOs/SSCOs who have rendered at least five years military service and have been released on completion of assignment including those whose assignment is due to be completed within the next one year from the last date of receipt of application other than by way of discharge or dismissal on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid, by 5 years.
	Ex-service men/ Commissioned Officers including ECOs/SSCOs For Post Code 4	Actual period of service rendered in defence services + 3 years(8 years for disabled ex-servicemen belonging to SC/ST) subject to a maximum age of 50 years
VI	Persons who have ordinarily been domiciled in Kashmir division of J & K state during 01.01.1980 to 31.12.1989	5 years

Note

- The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- An ex-serviceman who has joined the Government job on the civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.
- ** Persons eligible for age relaxation under this criterion must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation package for 1984 Riot affected persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial services communication No.F.No.9/21/2006-IR dated 27.07.2007.

Provided that a candidate belonging to categories (i), (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the eligibility certificate from the Government of India in this regard is submitted.

DEFINITION OF EX-SERVICEMEN (EXS)

- EX-SERVICEMEN (EXS):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85. Estt (SCT) dated 27th October, 1986 as amended from time to time.
- DISABLED EX-SERVICEMEN (DISEXS):** Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- Dependants of Servicemen killed in Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) war-like operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc (d) Fighting of service with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Govt. (g) Dealing with agitating Para Military Forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

Note: Candidates still serving in Defence and desirous of applying under Ex-servicemen category should submit a certificate from the competent authority to the effect that they would be released/ retired, if selected, on the scheduled date.

RESERVATION FOR PERSONS WITH DISABILITIES: Reservation is available to Persons with Disabilities and Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Accordingly, candidates with the following disabilities are eligible to apply.

Definition:

> **Visually Handicapped (VH):**

1. Blindness refers to a condition where a person suffers from any of the following conditions namely (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.
2. 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 of execution of a task with appropriate assistive device.

> **Hearing impaired (HI):** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

> **Orthopedically Challenged (OC) –**

- a) **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.
- b) **Cerebral Palsy** means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development

All the cases of Orthopedically Challenged persons would be covered under the category of "Locomotor disability or cerebral palsy". Only such persons would be eligible for reservation in services/ posts who suffer from not less than 40 per cent of relevant disability.

Use of Scribe: Wherever written examination is held, the blind candidates and candidates whose writing speed is affected by cerebral palsy can use own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- I. The candidate will have to arrange his own scribe at his own cost.
- II. The academic qualification of the scribe should be one grade lower than the minimum stipulated eligibility criteria i.e. the Scribe's educational qualification should be less than Degree.
- III. The scribe should possess less mark than the candidate and not more than 60% marks in his own academic stream.
- IV. The scribe may be from any academic stream.
- V. Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- VI. Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

III. Educational Qualification and Experience as on 31.08.2011 :

Officer MMGS III (Post Code 01):

Degree from a recognised University in any discipline or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/ Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.

Experience : Minimum 5 years experience as an Officer in Public Sector Bank/Private Sector Bank/ Cooperative Bank/RRB.

Officer MMGS II (Post Code 02):

- (I) Information Technology (01 Post) Degree from a recognised University in Electronics / Communication / Computer Science / Information Technology or its equivalent with a minimum of 50% marks in aggregate.
Desirable : Certificate in ASP, PHP, C++, Java, VB, VC, OCP etc.
Experience: One year as an Officer in relevant field in any Public Sector Bank/Private Sector Bank/Cooperative Bank/RRB
- (II) Chartered Accountant (01 Post)
Experience : One Year in relevant field
- (III) Law Officer (01 Post) Degree from a recognised University in Law or its equivalent with a minimum of 50% marks in aggregate.
Experience.- Two years as an Advocate or should have worked as Law Officer in Banks or Financial Institutions for a period not less than two years.
- (IV) Treasury Manager (01 Post)
Candidate should be a Chartered Accountant or MBA in Finance from a reputed Institute.
Experience.- One year as an Officer with experience in Investments/Treasury Transactions i.e. Govt.Securities, Bonds, T Bills etc., in any Public Sector Bank/Private Sector Bank/Cooperative Bank/RRB/Financial Institution
- (V) Marketing Officer (02 Posts) MBA in Marketing from any Institute of repute.
Experience .- One year with relevant experience as an Officer in any Public Sector Bank/Private Sector Bank /Cooperative Bank/RRB
- (VI) Agricultural Officer (02 Posts) Degree from a recognised University in any discipline in Agriculture, Horticulture, Dairy, Animal Husbandry, Forestry, Veterinary Science, Agricultural Engineering, Pisciculture or its equivalent, with a minimum of 50% marks in aggregate.
Experience .- Two years as an Officer with relevant experience in any Public Sector Bank/Private Sector Bank/Cooperative Bank/RRB
- (VII) General Banking Officer (12 Posts) Degree from a recognised University in any discipline or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having degree/diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.
Experience.- Two years as an Officer in any Public Sector Bank/Private Sector Bank/Cooperative Bank/RRB.

Note: If any of the vacancies mentioned under Officer MMGS II, (SI.No.I to VI), could not be filled-up specifically, the same will be diverted and filled in any other posts mentioned under **SI.No.I to VI** under Officer MMGS II.

Officer JMGS I (Post Code 03):

- i) Bachelor degree of a recognized University in any discipline or its equivalent.
Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy;
- (ii) Essential: Proficiency in Telugu language – candidates must be able to Read, Write & Speak Telugu
- (iii) Computer knowledge or awareness will be an added qualification.

Office Assistant (Multipurpose) (Post Code 04):

- i) Bachelor Degree or its equivalent of a recognised University in any discipline
- ii) a) Essential: Proficiency in Telugu language - candidates must be able to Read, Write & Speak Telugu
b) Desirable: Knowledge of Computer skills.

6. APPLICATION FEE FOR ALL POSTS INCLUDING POSTAL CHARGES (NON - REFUNDABLE):

- For SC / ST / PWD / EX - Servicemen candidates : **Rs.50/-** for each post
(towards Postal Charges only)
- For all others including OBC : **Rs.300/-** for each post
(Including Postal Charges of Rs.50/-)

(The Fee shall be paid separately for each post)

- a) There shall be challans available in the Bank's website for each category, details of which as follows:

Post Code – 01 Officer Scale - III	⇒	APGB Fee Payment Challan Form – 01
Post Code - 02 Officer Scale – II	⇒	APGB Fee Payment Challan Form – 02
Post Code – 03 Officer Scale – I	⇒	APGB Fee Payment Challan Form – 03
Post Code - 04 Office Assistant	⇒	APGB Fee Payment Challan Form – 04

- b) Candidates should download printout of one of above challans as applicable to them to the post applied for from the website of Bank, fill the same and should make payment of the fee applicable.

c) Payment of fee will be made either

- i) at all the branches of SYNDICATE BANK by downloading the challan from Andhra Pragathi Grameena Bank's website;
- OR
- ii) by NEFT from any other Bank to the account of Andhra Pragathi Grameena Bank with Syndicate Bank Main Branch, Kadapa bearing account No. **3190105000030** (IFSC CODE **SYNB 0003190**)

If payment is made by NEFT, candidates have to collect the UTR Number and name of the bank and branch for filling the same in appropriate columns of the application.

- d) Candidates should keep the 'Candidate's Copy' of the Challan with receipt of fees duly acknowledged thereon with them for producing the same at the time of written test along with the latest passport size photograph pasted on the Challan and signed across by the Candidate. Candidates claiming fee concession should also enclose photocopy of the relevant category certificate along with the Challan at the time of written test.

Important Note:

Candidates will not be permitted to appear at the written test without production of this Challan and photograph.

- e) Fees should be paid invariably between **29.09.2011** and **28.10.2011** only. Fees paid before or after the stipulated dates if any will not be acknowledged for the purpose of application and will be forfeited.
- f) Payment by cash/cheque/money order /Bank demand draft/Bank pay order/ postal order etc. will not be accepted.
- g) Application fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection.

7. SELECTION PROCEDURE:

The selection will be made on the basis of performance in the Written Test and Interview. All the eligible candidates who apply with the requisite fee and who will fill the application well in time and who fulfill the eligibility criteria will be called for a written test comprising objective tests.

The written test will be conducted by the Institute of Banking Personnel Selection on the following :

For Post of Officer MMGS III & II:

Sr. No.	Name of the Test	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Test of Reasoning	English	50	50	Composite Time of 2 hours and 30 minutes
2	Test of Quantitative Aptitude & Data Interpretation	English	50	50	
3	Test of Financial Awareness	English	50	50	
4	Test of General English	English	50	50	
	TOTAL		200	200**	

For Posts of Officer JMGS I & Office Assistants:

Sl. No.	Name of the Test	Medium of Exam	No. of questions	Maximum marks	Time
1	Test of Reasoning	English	50	50	Composite Time of 2 hours and 30 minutes
2	Test of Numerical Ability	English	50	50	
3	Test of General English	English	50	50	
4	Test of General Knowledge	English	50	50	
	TOTAL		200	200**	

**Total marks obtained by the candidate will further be reduced to 70 marks

Negative marks will be awarded for wrong answer in objective test.

1. The candidates securing a minimum 40% mark in the written test shall qualify for interview. In the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes categories, the minimum marks in the written test shall be 35% to qualify for interview.
2. All those candidates who have secured minimum qualifying marks stipulated for written examination in the order of merit shall be called for interview upto the ratio of 1:3, as per the cutoff marks determined by the Bank. Mere eligibility/pass in the test shall NOT vest any right for being called for interview
3. The detailed information regarding the written examination will be given in the 'Acquaint Yourself Booklet' which will be sent to the candidates along with the call letters for the written examination.
4. Final selection will on the basis of the ranking accorded, after adding the marks obtained in the written test and Interview, as under:

Written test	70 marks
Interview	30 marks
Total	100 marks

The merit lists of successful candidates in each category shall be made separately on the basis of combined performance in the written test and interview.

Lists of successful candidates shall be prepared on the basis of ranking accorded to them in the combined performance of written test and interview for General, Scheduled Castes, Scheduled Tribes and other special categories separately.

8. TEST DATE AND CENTRES OF EXAMINATION :

The written test is tentatively fixed on the following dates at following Centers:

Officer MMGS-III	: 08.01.2012
Officer MMGS-II	: 08.01.2012
Officer JMGS I	: 08.01.2012
Office Assistant (Multipurpose)	: 15.01.2012

NAMES OF EXAMINATION CENTRES FOR OFFICERS SCALE I AND OFFICE ASSISTANTS:

Centre Name	Centre Code
Anantapur	11
Kadapa	12
Kurnool	13
Nellore	14
Ongole	15

NAMES OF EXAMINATION CENTRES FOR OFFICERS SCALE II AND SCALE III:

Centre Name	Centre Code
Kadapa	12

NOTE :

- (i) Request for change of Centre of Examination will NOT be entertained.
- (ii) The Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. The Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

9. INTERVIEW :

Short listed candidates in the order of ranking in the written test as per the cut-off marks determined by the Bank shall be called for interview & the decision of the Bank in this regard shall be final. Candidates shall have to produce a hard copy of the application form (System generated print out of application submitted on line) along with the following certificates (photocopy for submission and originals for verification) at the time of interview.-

- a) hard copy of the application form (System generated print out of application submitted on line)
- b) Secondary School certificate/ School leaving certificates for proof of age.
- c) Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSLC / HSC / Graduate degree, post graduation degree, professional/research qualification etc.
- d) A candidate belonging to SC/ST/OBC/PWD category should attach a certified copy of the SC/ST/OBC/PWD certificates issued by the Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs, the certificate inter alia must specify that the candidates **should not belong to Creamy layer** section excluded from the benefits or reservation for other backward class in civil post and services of Government of India. **OBC certificate should not be more than one year old** as on the date of application and should be as per enclosed format.
- e) An Ex-servicemen candidate has to enclose a copy of the discharge certificate, retirement/pension order and documentary proof of rank last held.
- f) Candidates serving in Government/Private/Public Sector undertakings (including Banks) should produce No Objection Certificate from their employer, at the time of interview, in the absence of which their candidature will not be considered.
- g) Domicile of Andhra Pradesh Certificate issued by the Competent Authority.

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

11. AGREEMENT:

Candidates selected for appointment to the cadre of Officer MMGS – III, Officer MMGS –II & JMGS-I have to execute an agreement agreeing to pay to the Bank a sum of Rs.1.50 lakh (Rupees One lakh

fifty thousand only) in the event of their leaving the Bank's job on their own, within a period of two years from the date of their joining. Similarly, candidates selected for appointment to the cadre of Office Assistant (Multipurpose) have to execute the agreement agreeing to pay to the Bank a sum of Rs.1.00 lakh (Rupees one lakh only) in the event of their leaving the Bank's job on their own, within a period of one year from the date of their joining.

12. PROBATION :

Officer MMGS –III, MMGS-II & MMGS –I	:	2 to 3 Years
Office Assistant (Multipurpose)	:	1Year to 18 Months

13. Pre-Examination Training – SC / ST / Minority Communities Candidates (for ALL Posts)

It is proposed to impart free Pre-Examination Training to limited number of candidates belonging to Scheduled Caste / Scheduled Tribes / Religious Minority Community candidates at **Kadapa**. The bank has the discretion to conduct pre-examination training at any other centre/ centres depending on need / circumstances. An eligible candidate who wishes to avail of Pre-Examination Training should fill in the relevant column in the application format i.e. Item No.10. All expenses regarding travelling, boarding, lodging etc. has to be borne by the candidate for attending the pre-examination training programme at the Training Centre.

The candidates should down load their Pre-Examination Training call letter from Bank's website www.apgbank.com by entering his / her details registration Number and Password/Date of Birth, between the following dates. No hard copy of the call letter will be sent by post.

Dates for downloading Pre-Examination Training Call Letter:

For Officer Scale I, II and III	: From 09-12-2011 to 26-12-2011
For Office Assistant	: From 16-12-2011 to 02-01-2012

14. 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 or suppress any material information while filling up the application form and submitting the certified copies/ testimonials.

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
- (iv) taking away the question booklet/answer sheet from the examination hall or
- (v) resorting to any irregular or improper means in connection with his/her candidature for selection

or

- (vi) obtaining support for his/her candidature by any 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 BANK/IBPS.
- (c) for termination of service, if he/she has already joined the Bank

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

15. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER

1. For SC/ST/OBC candidates –

- i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate not below the rank of First Class Stipendiary Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- iii) Revenue Officer not below the rank of Tahsildar
- iv) Sub Divisional Officer of the area where the candidate and/or his family normally resides.

2 . For PWD candidates

Authorized certifying authorities will be Medical Board constituted as per Government guidelines.

16. HOW TO APPLY:

Candidates have to register Online through Bank's website www.apgbank.com only between **29.09.2011** and **28.10.2011** No other means of applications shall be entertained.

PROCEDURE FOR PAYMENT OF APPLICATION FEE / POSTAL CHARGES:

The application fee / postal charges should be paid between **29.09.2011** and **28.10.2011**.

Sr. No	Category	Amount Rs.
1	SC/ ST/ PWD/EXS (Postal charges only)	50/-
2	OBC / General (including postal charges)	300/-

The application fee / postal charges can be paid by;

- 1] Directly crediting the amount in any Syndicate Bank Branch
- OR**
- 2] Paying the amount through NEFT in any other Bank.

(The Fee shall be paid separately for each post)

The procedure for payment of fee is mentioned below;

1] Directly crediting the amount in any Branch of Syndicate Bank:

- Take print-out of the relevant Payment Challan as applicable to the post applied, from the website of Andhra Pragathi Grameena Bank
- Fill the particulars viz, Name, **Syndicate Bank** Branch Name, City, Amount, Post Applied for in legible handwriting in BLOCK LETTERS
- Submit the Fee Payment Challan & amount in any Branch of Syndicate Bank
- Collect the candidate's copy of Fee Payment Challan from the **Syndicate Bank** Branch. Please check that challan is properly signed & the details of **Branch Transaction ID/Scroll Number, Branch Name, Branch code number, Deposit Date** are noted in the challan by the Branch Authorities.
- Log onto the Andhra Pragathi Grameena Bank's website for applying online.

OR

- 2] Paying the amount of fee through NEFT in any other Bank (If the candidate opts for payment through other Bank):-

Fill the NEFT voucher/challan of that Bank with Beneficiary details as follows.

Name of the Account : **Andhra Pragathi Grameena Bank**

ACCOUNT NO. : 31901050000030
PAYEE BANK : Syndicate Bank- Main Branch, Kadapa
IFSC CODE : SYNB 0003190

Make Payment, Collect NEFT payment receipt from the Bank where you have made the payment. Please check that receipt is properly signed and the details of NEFT UTR NO., IFSC code of the sending Bank branch, city name, Deposit date, Amount etc. are noted in the challan by the Branch authorities.

Note: Candidates will not be permitted for the written test without the production of fee payment challan/NEFT receipt

- Log on to Andhra Pragathi Grameena Bank's website for applying online.

Even if the last date of registration changes due to technical reasons, the valid dates for payment of application fee / postal charges will not be changed. **Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted.**

- Candidates should have a valid personal e-mail ID. In case, candidate is not having valid e-mail ID, he/she should create a new e-mail ID. This e-mail ID should be valid for the duration of the project.
- Candidates are first required to go to the Bank's website www.apgbank.com and take a Print of the 'FEE PAYMENT CHALLAN' applicable to the post applying. Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS. Go to the nearest Branch of Syndicate Bank with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in the designated Account as given in the fee payment challan. **OR** Candidates should have remitted the requisite fee in any other Bank through NEFT and should have details of payment made.
- Please note that without valid payment details, on-line registration of application will be summarily rejected.
- Candidates are required to visit the Bank's website www.apgbank.com and apply for the post.
- **The link for registration of application will be open on our website on the dates indicated at the top of this advertisement.**
- After filling in all the required particulars, candidates shall submit the application on-line.
- There is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. **This Modification facility shall be available after 2 days of registration & up to the last date for on-line registration. Modification will be allowed only 3 times. After the last date, no modification will be permitted.**
- Candidates should take utmost care to furnish the correct details while filling in on-line application.
- **After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank. The print out of the on-line application will have invariably to be submitted at the time of Interview.**
- **Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.**

- **The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.**
- **Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

17. GENERAL INSTRUCTIONS

- (a) **Before applying the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement. 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 deciding about qualification and other eligibility norms. No correspondence or personal enquiries shall be entertained by the BANK/IBPS in this behalf.**
- (b) As the applications are to be processed by a computerised system, it is essential that the application is properly and completely filled in.
- (c) Candidate's admission to the examination is strictly provisional without verification of age/qualification/category (SC/ST/OBC/PWD/EXS) etc. with reference to the documents. The mere fact that the admission letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Bank
- (d) In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated
- (e) The Bank/ IBPS shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorised person/ institution
- (f) Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection.
- (g) The candidates will have to appear for written test at their own expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.
- (h) Candidates serving in Government/Private/Public Sector Undertakings (including banks) shall have to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- (i) The bank reserves the right to post/ transfer the candidate upon selection to any place depending upon the requirement. Hence, candidates willing to serve anywhere should apply.
- (j) Any request for change of address will not be entertained
- (k) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at **Kadapa** only
- (l) The Bank/IBPS takes no responsibility to connect any Certificate / Remittance sent separately.
- (m) In case any dispute arises on account of interpretation of version other than English, the English version will prevail.
- (n) No candidate is permitted to use calculator, mobile, cell phones or any such instruments during the written examinations
- (o) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue/specifically for a candidate(s).
- (p) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (q) Canvassing in any form will be a disqualification
- (r) OBC certificate should as per the enclosed format and should not be more than one year old as on the date of application.
- (s) The advertisement may be viewed and application format downloaded from our website

www.apgbank.com

- (t) The decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all the candidates.

18. LAST DATE FOR RECEIPT OF APPLICATIONS

Applications should be submitted on-line on or after **29.09.2011** but in all cases on or before **28.10.2011**

19. CALL LETTERS FOR THE WRITTEN EXAMINATION:

All eligible candidates should download their call letter and Information Handout from the Bank's website www.apgbank.com by entering his / her details registration Number and Password/Date of Birth, between the following dates. Please note that No hard copy of the call letter will be sent by post.

Dates for downloading Written Test Call Letter:

For Officer Scale I, II and III : From 20-12-2011 to 08-01-2012
For Office Assistant : From 27-12-2011 to 15-01-2012

Candidate has to bring this call letter along with Original Fee Payment Receipt / NEFT Challan while attending the written test.

Note: Candidates have to submit Original Fee Payment Receipt along with Test Call Letter while attending the written test, without which they will not be allowed to take up the examination.

In case of **difficulty in downloading the call letter**, candidate should contact the concerned Offices of the Bank located at the concerned centre for issue of Duplicate call letters, he/she has opted for at the address given below:

.Andhra Pragathi Grameena Bank Regional Office Opp. ZP Office Dr. Ambedkar Road ANANTAPUR – 515 001 Phone: 08554 240685	Andhra Pragathi Grameena Bank Regional Office Near RTC Bus-Stand KADAPA – 516 001 Phone: 08562 247257
Andhra Pragathi Grameena Bank Regional Office MVR Plaza, 1 st Floor Main Road, Krishna Nagar B – Camp Post KURNOOL – 518 002 Phone: 08518 229899	Andhra Pragathi Grameena Bank Regional Office A K Nagar, P B No. 1 Opp. Govt. Hospital NELLORE – 524 004 Phone: 0861 2326262
Andhra Pragathi Grameena Bank Regional Office D No. 6-168 & 169, Koutilya Towers, Srinagar colony, Kurnool Road ONGOLE – 523 002 Prakasam Dist. Phone: 08592 235165	

PLACE: Kadapa
DATE : 28.09.2011

CHAIRMAN

OBC CASTE CERTIFICATE FORMAT

APPENDIX – I

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Son/daughter of
..... village..... District/Division
..... in..... State..... belongs to
..... community which is recognized as a backward class under.

1. Resolution No. 12011/68//93-BCC© dated 10.09.1993 published in the Gazette of India, Extra ordinary, Part-I, Section –I, No. 186 dated 13.09.1993.
2. Resolution No. 12011/9/94-BCC dated 10.10.1994 published in the Gazette of India, Extra ordinary, Part-I, Section –I, No. 163 dated 20.10.1994.
3. Resolution No. 12011/7/95-BCC dated 24.05.1995 published in the Gazette of India, Extra ordinary, Part-I, Section –I, No. 88 dated 25.05.1995.
4. Resolution No. 12011/44/96-BCC dated 06.12.1996 published in the Gxazette of India, Extra ordinary, Part-I, Section –I, No. 210 dated 11.12.1996.
5. Resolution No. 12011/68/93-BCC published in the Gazette of India, Extra ordinary No. 129, dated 08.07.1997.
6. Resolution No. 12011/12/96-BCC published in the Gazette of India, Extra ordinary No. 164, dated 01.09.1997.
7. Resolution No. 12011/99/94-BCC published in the Gazette of India, Extra ordinary No. 236, dated 11.12.1997.
8. Resolution No. 12011/13/97-BCC published in the Gazette of India, Extra ordinary No. 239, dated 03.12.1997.
9. Resolution No. 12011/12/96-BCC published in the Gazette of India, Extra ordinary No. 166, dated 03.08.1998.
10. Resolution No. 12011/68/93-BCC published in the Gazette of India, Extra ordinary No. 171, dated 06.08.1998.
11. Resolution No. 12011/68/93-BCC published in the Gazette of India, Extra ordinary No. 241, dated 27.10.1999.
12. Resolution No. 12011/88/98-BCC published in the Gazette of India, Extra ordinary No. 270, dated 06.12.1999
13. Resolution No. 12011/36/93-BCC published in the Gazette of India, Extra ordinary No. 71, dated 04.04.2000.

Shri.....And/or his family ordinarily resides in the
.....District/Division of theState. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & training OM No. 36012/22/93-Estt(SCT) dated 08.09.1993. Dated : Tahsildar District Magistrate/Dy. Commissioner etc.

NB.

a) The term ordinarily used here wil have the same meaning as in section 20 of the Representation of People Act 1960.

b) **The Authorities competent to issue Caste/Tribe/Community certificates are indicated below.**

i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/Sub Divisional Magistrate /Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the Rank of Ist class Stipendiary Magistrate.

ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Presidency Magistrate

iii) Revenue Officer not below the rank of Tahsildar and

iv) Sub-Divisional Officer of the area where the candidate and or his family resides.
