

ANDHRA PRADESH GRAMEENA VIKAS BANK
HEAD OFFICE : WARANGAL

RECRUITMENT OF OFFICE ASSISTANTS, OFFICER SCALE I, II & III – 2011-12

Important Points to remember before making online applications:

- a) Please read the Recruitment Notification carefully before making online application. The candidates can click on the following Link to access the Notification document. A print out also can be taken, if they wish.

Notification for recruitment of Office Assts and Officer Scale I, II & III– 2011-12

- b) The applications are accepted online only. Manual applications i.e., applications printed on white sheet are not allowed / accepted. A link is given below, which, when clicked, will direct the candidate to IBPS website for filling up the online application electronically.
- c) Before accessing the online application, the candidates should be ready with the following: (This is a repetition of what is given in notification, for ready reference by the candidates.

a. **Payment of applicable fees:**

- i. 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**).
- ii. Candidates from all other places can pay the fees in any of the **State Bank of India** Branches.
- iii. There are separate challan forms for payment in APGVB Branches and SBI Branches, which the candidates should download and take printout by clicking on the respective links given below:

In challan forms, the Branch code and Branch name have to be filled up. List of APGVB Branch with codes are given in the Link. In respect of SBI, candidates have to find out the code from the branches, where candidates wish to make payment.

APGVB Branch Codes

SBI Challan for OS II & III

APGVB Challan for OS-I

SBI Challan for OS-I

APGVB Challan for Off.Assts

SBI Challan for Off.Assts

- b. The payment of applicable fees should be made before attempting to fill the online application electronically.
- c. Candidates are also advised to keep the following information ready before accessing the online application, so as to complete submission of online application within the stipulated period of not exceeding five minutes:
- i. The candidate's copy of the Paid Challan which contains Journal no. etc.
- ii. Email address of the candidate
- iii. Basic details of the candidate
- iv. Examination Centre and its code
- v. Details of educational qualifications.
- d) The notification document contains all details including "How to apply".

[Click here to apply online](#)

[Office Assistant - Challan Form](#)

[Officer Scale I - Challan Form](#)

[Officer Scale II & III - Challan Form](#)



ANDHRA PRADESH GRAMEENA VIKAS BANK

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Andhra Pradesh Grameena Vikas Bank invites applications from Indian Citizens, for the posts in Officer Middle Management Grade (**Scale-III**), Officer Middle Management Grade (**Scale-II**), Officer Junior Management Grade (**Scale-I**) Cadre and Office Assistant (Multipurpose - **Clerical Cadre**).

Dates for Fee Remittance	FROM 27-07-2011 TO 22.08.2011
Dates for on line registration	FROM 27.07.2011 TO 23.08.2011

DATE OF WRITTEN EXAMINATION:

Post Code	Post	Proposed date of Written Examination
01	Officer Scale -III (Senior Manager) – Group "A"	25-09-2011 at 2 pm
02	Officer Scale -II (Manager) – Group "A"	25-09-2011 at 2 pm
03	Officer Scale -I (Assistant Manager) – Group -"A"	25-09-2011 at 9.30 am
04	Office Assistant (Multipurpose) - Group -"B"	09-10-2011 at 9.30 am

1.DETAILED OF VACANCIES :

Posts	Post Code	Number of vacancies					Out of which			
		SC	ST	OBC	GEN	TOTAL	PWD including VI, HI & OC			EXS
Officer Scale-III	01	1	1	2	4	8	--	--	--	--
Officer Scale-II	02	9	5	16	31	61	--	--	1	--
Officer Scale-I	03	21	11	38	70	140	2	1	1	--
Office Assistants (Multipurpose)	04	44	19	73	136	272	3	3	2	39

NOTE: - The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

Abbreviations stand for :

SC	Scheduled Caste	GEN	General Category	HI	Hearing Impaired
ST	Scheduled Tribe	PWD	Persons with Disability (PC : Physically Challenged)	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXS	Ex-Serviceman

NOTE :

- As the reservation for Persons with Disabilities and Ex-servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/OTHERS) to which they belong.
- It is clarified that it may not be possible to employ Persons with Disabilities (PWD) candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.

2. PAY SCALE & EMOLUMENTS:

Post	PAY SCALE (Rs.)	APPROXIMATE SALARY PER MONTH (Inclusive of DA,HRA)
Officer Scale-III	25700 – 800/5 – 29700 – 900/2 – 31500	Rs. 40,208/-
Officer Scale-II	19400 – 700/1 – 20100 – 800/10 – 28100	Rs. 30,351/-
Officer Scale-I	14500 – 600/7 – 18700 – 700/2 – 20100 – 800/7 – 25700	Rs.22,685/-
Office Assistants	7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300 (20 Years)	Rs. 13,416/-

NOTE: Other allowances & perquisites will be admissible as per the rules of the Bank.

3. ELIGIBILITY CRITERIA :

(A) Nationality / Citizenship:

For Officer Scale III, Officer Scale II & Officer Scale- I (Post Code No. 01, 02 and 03)

Candidates must be Indian citizens and proficiency in Telugu is essential.

For Office Assistant (Multipurpose) (Post Code No. 04)

Candidate must be Indian citizen and must be domicile of Andhra Pradesh.

(B) EDUCATIONAL QUALIFICATION (As on the last date of Online Registration) :

- Post Code-01 Officer Scale-III (Middle Management)– Degree from a recognized 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 any Bank or Financial Institution.

ii) **Post Code-02 Officer Middle Management Scale-II**

(I) **Information Technology Officers: (1 Post)**

Degree from a recognized University in Electronics / Communication / Computer Science / Information Technology or its equivalent with a minimum of 50% marks in aggregate.

Experience: One Year.

Desirable Experience: Certificate in ASP, PHP, C++, JAVA, VB, VC, OCP etc.

(II) **Chartered Accountants: (1 Post)**

Experience: One Year

(III) **Law Officers: (1 Post)**

Degree from a recognized 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 Managers: (1 Post)**

Candidate should be a Chartered Accountant or MBA in Finance from a reputed Institute.

Experience: One Year

(V) **Marketing Officers: (1 Post)**

MBA in Marketing from any Institute of repute.

Experience: One Year

(VI) **Security Officers: (1 Post)**

Commissioned officer in Army/Navy/Air Force with minimum 5 years experience, including officers in Staff Service Commission & Para Military forces or a police officer not below the rank of ASP/DSP with 5 years service. The candidates must have proficiency in Information Technology and Cyber Laws / Cyber Security.

(VII) **General Banking Officers: (55 Posts)**

Degree from a recognized 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, Agriculture Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.

Experience: Two Years as an Officer in any Bank or Financial Institution.

iii) **Post Code -03 Officer Junior Management Scale-I :**

Bachelor Degree of a recognised University in any discipline or its equivalent.

- Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agriculture Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information technology, Management, Law, Economics, and Accountancy.
- Proficiency in local language (Telugu)
- Computer Knowledge or awareness will be an added qualification.

iv) **Post Code- 04 Office Assistant (Multipurpose):**

Bachelor Degree or its equivalent of a recognized University in any discipline.

- b) Essential:** Proficiency in local language – Telugu.
- c) Desirable:** Knowledge of Computer skills.

(C) AGE: (As on the last date of Online Registration)

Officer SMG Scale-III	Below the age of 40 years
Officer MMG Scale-II	Above 21 years but below 32 years
Officer JMG Scale-I	Above 18 years but below 28 years
Office Assistants	Between 18 years & 28 years

Relaxation in upper age limit :

Sl.	Category	Relaxation by years (As issued by the GOI from time to time)
1	SC/ST	5 years
2	OBC	3 years
3	Persons with Disability-General Category	10 years
4	Persons with Disability - SC/ST Category	15 years
5	Persons with Disability - OBC Category	13 years
6	Ex-Servicemen (Separate for Post Code 01, 02 & 03) <u>For Post Code 01,02 & 03:</u>	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 before 31st December 2011 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.
	<u>For Post Code 04:</u>	Actual period of service rendered in defence services + 3 years (8 years for disabled ex-serviceman belonging to SC/ST) subject to a maximum of 50 years. <u>Candidates who are already discharged or to be discharged on or before 31st December 2011 only should apply.</u>
7	<u>Only for Post Code 04:</u> Widows, Divorced women & women judicially separated from their husbands & who are not remarried	9 years (subject to max. age limit of 37 years for General, 40 years for OBC & 42 years for SC/ST Candidates)
8	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
9	Employees who have completed 5 years of service in RRBs	5 years

- Note:
1. The relaxation in upper age limit is cumulative as per GOI guidelines.
 2. All persons eligible for age relaxation under 3 (C) 8 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 J&K, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of J&K during 1st January 1980 to 31st Dec 1989.

3. 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 Caste/Category Certificate.

Definition of Ex-Servicemen (EXSM):

- (i) **Ex-Servicemen:** Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Deptt. Of Personnel & Administrative Reforms notification No. 36034/5/85/Estt (SCT) dated 27.10.1986 as amended from time to time.
- (ii) **Disabled Ex-Servicemen (DISXS):** 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.
- (iii) **Dependents of Ex-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 hostilities in a counter insurgency environment, viz. Nagaland, Mizoram, etc. (d) serving 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 Government, (g) dealing with agitating para military forces personnel, (h) IPKF Personnel killed during the operations in Sri Lanka.

Note: (1) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released / retired **on or before 31.12.2011.**

(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) Ex-servicemen candidates who have already secured employment under the Central Govt. in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under the Central Govt. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. jobs.

Definition: Physically Challenged Persons (PC) Or Persons With Disability (PWD) –Definition of Categories of Disabilities:

- (a) **An Orthopedically Challenged (OC) person** is one suffering from Locomotor Disability or Cerebral Palsy. Person who suffers 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 of 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 degrees 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.

Use of Scribe: 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:-

- i) The candidate will have to arrange his/her own scribe 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 candidates 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.

4. Application Fee (For Post Code 01, 02,03 & 04) including postal charges : (Non-Refundable)

Application Fee and Postal Charges (For Post Code 01, 02,03 & 04) (Non-Refundable) :

For SC / ST/ Persons with Disability candidates / EXS	: Rs. 100/- for each post code (Postal charges only)
For others (OBC & Gen)	: Rs. 1000/- for Post Code 01 & 02 (Officer Scale III & II) : Rs. 550/- for post code 03 (Officer Scale I) : Rs. 300/- for Post Code 04 – Office Assistants

a) **Payment of Fee:** There are Challans of APGVB and SBI available in triplicate form on our Bank's Website for each category, details of which are as follows:

Post Code -01 Officer Scale-III	⇒	SBI - Challan Form – 01
Post Code -02 Officer Scale-II	⇒	SBI - Challan Form – 02
Post Code -03 Officer Scale-I	⇒	APGVB / SBI - Challan Form – 03
Post Code- 04 Office Assistant	⇒	APGVB / SBI - Challan Form – 04

- c) Candidates should download and take a printout of one of the above Challan Forms (as applicable to them for the post applied for) from the Bank's website www.apgvbank.in
- d) **For Post Code 03 & 04 :** Candidates presently residing in our Bank 's area of operation i.e., in the districts of Srikakulam, Vizianagaram, Visakhapatnam, Khammam, Nalgonda, Warangal, Mahabubnagar and Sangareddy should pay the fee in any of the Branches of Andhra Pradesh Grameena Vikas Bank (APGVB).
- e) **Candidates from all other places and for Post Code 01 & 02** can pay the fee in any Branch of State Bank of India

Candidates who wish to apply for more than one post has to pay the application fee separately for each post and apply for each post separately.

- c) After filling up the required information on the Challan Form, they should make payment of the fee applicable to them in any branch of APGVB / SBI for credit of account mentioned there on the challan;
- d) Candidates should keep the 'Candidate's Copies' of the Challan with receipt of fees duly acknowledged thereon, with them for producing one copy at the time of written test and the second at the time of Interview 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 Caste / category certificate, along with the Challan.

Important Note: Candidates will not be permitted to appear at the written test without production of this Challan and Photograph. Candidates are therefore advised to keep 3 photocopies of the fee payment challan for future use.

- e) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.
- f) Fees should be paid invariably between **27-07-2011** and **22-08-2011** only. Fee 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.

5. SELECTION PROCEDURE:

The selection will be made on the basis of performance in written test and interview. All the eligible candidates who apply with the requisite fee and whose online applications are received in time and who fulfill the eligibility criteria will be called for a written test, which will be of objective type comprising the following:

POST CODE- 01 & 02 - Officer Scale – III and Officer Scale- II

The selection of the candidates shall be on the basis of written test and interview.

WRITTEN TEST: Objective Type:

Duration: 2 hrs & 30 minutes

S.No.	Name of the Test	No. of questions	Maximum marks
1	Test of Reasoning	50	50
2	Quantitative Aptitude & Data Interpretation	50	50
3	Financial Awareness	50	50
4	General English	50	50
	Total :::::	200	200***

POST CODE- 03 & 04 – Officer Scale – I and Office Assistant

The selection of the candidates shall be on the basis of written test and interview.

WRITTEN TEST: Objective Type:

Duration: 2 hours & 30 minutes

S.No	Name of the Test	No. of questions	Maximum marks
1	Test of Reasoning	50	50
2	Numerical Ability	50	50
3	General Knowledge	50	50
4	General English	50	50
	Total :::::	200	200***

*****Marks will further be reduced to 70**

For Post Code No. 01, 02, 03 & 04 wrong answers given in the objective test will result in negative marks.

The candidates securing a minimum of 40% marks in the written test shall qualify for interview. In the case of candidates belonging to the Scheduled Caste or the Scheduled Tribe categories, the minimum marks in the written test shall be 35% to qualify for interview.

All those candidates who have secured minimum qualifying marks in written examination, in the order of merit, shall be called for interview up to the ratio of **1:3**. Mere eligibility / pass in the test shall NOT vest any right for being called for interview.

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.

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

6. Test Dates and Centres of Examination (For Post Code 01, 02,03 & 04):

The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letter for the examination.

Post Code	Date of Exam	Centre of Exam	Code
Post Code 01 Officer Scale-III :	25-09-2011	WARANGAL	14
Post Code 02 Officer Scale-II :	25-09-2011	WARANGAL	14
Post Code 03 Officer Scale-I :	25-09-2011	WARANGAL (14) & VISAKHAPATNAM (13)	
Post Code 04 Office Assistant :	09-10-2011	AT 8 CENTRES AS MENTIONED BELOW	

NAME OF CENTRES AND CENTRE CODES

The written test will be scheduled at the following centres and the address of the venue will be advised in the call letter. List of written test centers with the centre codes is given below:

Sl. No.	Name of Centre	Centre Code
1	Srikakulam	11
2	Vizianagaram	12
3	Visakhapatnam	13
4	Warangal	14
5	Khammam	15
6	Nalgonda	16
7	Mahabubnagar	17
8	Sangareddy	18

NOTE:

- (i) The Bank reserves the right to cancel or alter the dates of the examination(s).
- (ii) Request for change of Centre of Examination will NOT be entertained.
- (iii) The Bank reserves the right to cancel any of the Centre / or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate any Centre 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.

7. INTERVIEW :

Those 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 will have to produce a hard copy (Printout) of the filled in application form along with the following certificates (photocopy for submission and originals for verification) at the time of interview.-

1. Secondary School Certificate/ School Leaving Certificates for proof of age.
2. Marks sheet (year wise) showing specifically the subjects studied and certificate/s in support of educational qualification viz. SSC/HSC/Graduation/degree, post graduation, professional /research qualification etc.

3. A candidate belonging 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.
4. An Ex-servicemen candidate has to enclose a copy of the discharge certificate, retirement / pension order and documentary proof of rank last held.
5. Candidates serving in Government/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.
6. Domicile of Andhra Pradesh Certificate issued by the Competent Authority for post code 04.

8. PRE-EXAMINATION TRAINING (PET)

It is proposed to impart free Pre-Examination Training to candidates belong to SC / ST / Minority Community / Ex-Servicemen candidates who applied for the posts of **Officer Scale I and Office Assistants** at **Hyderabad** tentatively. The Training Centre may 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 travelling, boarding, lodging etc. will be borne by the candidate only for attending the Pre-Examination Training Programme at the concerned training Centre.

9. APPOINTMENT: For Post Code- 01, 02, 03 & 04 candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement of the Bank.

10. BOND / GUARANTEE FOR THE POSTS OF OFFICER SCALE I, II AND III : Candidates should execute a Bond / Guarantee for **Rs. 50,000/-** and have to serve the Bank for a minimum period of 2 years. If they desire to leave the Organisation within the 2 years, the Bond / Guarantee will be invoked. Additionally the Officer has to pay an amount equal to one month of Salary and Allowances.

PROBATION:

Post Code 01	2 Years
Post Code 02	2 Years
Post Code 03	2 Years
Post Code 04	1 Year

11. HOW TO APPLY

- 1 All eligible candidates should apply **on-line** through the link provided to our Bank's website www.apgvbank.in in the prescribed format from **27-07-2011**. Please note that the last date for submission of on-line application is **22-08-2011**.
2. Candidates should have a valid personal e-mail ID. It should be kept active during the currency of this recruitment project. This will help him / her in getting call letter / interview advices etc. under no circumstances he / she should share / mention e-mail ID to / of any other person.

In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line.

3. Before applying Online candidates are required to have a **scanned (digital image) of his/her photograph and signature** as per the specifications given below. Candidates are required to **upload** a scanned copy of his / her photograph along with a scanned copy of signature in the online application.
4. Branch Code and Branch Transaction Journal Number noted on the Challan form should be correctly filled in the application at appropriate place.
5. Application, after filling up all the mandatory fields and security check box, should be submitted by a click on the "submit" button.
6. All the mandatory fields (marked with *) should be filled in, otherwise the system will not accept the application.
7. The Candidates should note / remember the Registration number and Password for future reference and use.
8. There is provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. **This modification facility shall be available after two days of registration and upto 24-08-2011.** Modification will be allowed only three times. After the last date i.e. **24-08-2011** no modification will be permitted.
9. 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 will be rejected outright.
10. After applying on-line, the candidates should take a print out of the system generated on-line application form and retain it for future reference. They should not send this print out to the Bank, which they will have to submit at the time of interview.

GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE:

Before applying online a candidate will be required to have a scanned (digital) image of his / her photograph and signature as per the specifications given below.

(I) **PHOTOGRAPH IMAGE:**

- Photograph must be recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably White background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200*230 pixels (preferred)
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

(II) **SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall ticket and wherever necessary.

- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140*60 Pixels (Preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(III) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set color to True color
- File size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above)
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option (please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph and Signature"
- Browse & Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photo and signature as specified.

Payment of Application Fee:

Candidates should first download one of the Challans* as applicable to them from the Bank's website – www.apqybank.in.

After filling in the required information on the challan they should pay the requisite fee at the respective branches of APGVB / SBI as advised earlier.

Candidates must ensure that on deposit of fee, the branch issues him/her two copies of the challan, which should invariably mention the under noted items :-

- Transaction ID
- Branch Name
- Branch code number
- Date of deposit
- Signature of the Accountant / Manager of the bank.

Candidates should keep the 'Candidate's Copies' of the remitted Challan with them and produce one at the time of the written test and the other at the time of Interview along with passport size photograph.

Note: Candidates will not be permitted for the Written Test without production of this Challan and Photograph pasted thereon.

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.

GUIDELINES FOR FILLING THE APPLICATION ARE AS UNDER :

Please note that the following is the general procedure for applying ON-LINE. No other means / mode of application or incomplete application will be accepted and in such case, the application would be rejected outright.

1. 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, the other copy may be retained for personal record of the candidate. A copy of the Challan (indicating Transaction ID) may be retained for the candidate's record. One copy of the Challan will have to be submitted with the call letter at the time of written examination and another copy at the time of Interview.
2. The Bank takes no responsibility for any certificate/remittance sent separately by candidate.
3. 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.
4. Candidates who wish to apply for more than one post has to pay the application fees separately for each post and apply for each post separately.
5. Candidates uploading more than one application for one post for any reason will be treated as ineligible.

12. GENERAL INSTRUCTIONS:

- a) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.
- b) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this 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 taking decision on qualification and other eligibility norms. No correspondence or personal enquires shall be entertained by the Bank in this behalf.

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 (facts), 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.

- c) 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 any future examination or selection.
- d) A recent passport size photograph should be firmly pasted on the Challan (Candidates copy) and should be signed across, by the candidate. 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) Only candidates willing to serve anywhere in the Bank's area of operation should apply.
- f) The decision of the Bank in all matters regarding eligibility of the candidate the stages at which such scrutiny or 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.

- g) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre / venue / specific post (s) of a candidate (s).
- h) 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.
- i) Any request for change of address will NOT be entertained.
- j) Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the courts situated in HYDERABAD. In case any dispute arises on account of interpretation of version other than English the English version will prevail.
- k) **Candidates who wish to apply for more than one post have to pay the application fees separately for each post and apply for each post separately.**
- l) No candidate is permitted to use calculator, Mobiles, pager or any other such instruments during the examination. The candidates will appear for the written examination at the allotted centres 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 "Andhra Pradesh Grameena Vikas Bank (Officers & Employees) Service Regulations – 2010".
- m) Admission to written examination and further process of selection will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PWD/EXS) etc. of the candidates with reference to documents.
- n) Canvassing in any form will be a disqualification.

13. Competent Authority for issue of certificate to SC/ST/OBC/PWD is as under:

- (a) For SC/ST/OBC- District Magistrate / Addl. Distt. Magistrate/ Collector/ Deputy Commissioner / Addl. Dy. Commissioner/ Dy. Collector / First Class Stipendiary 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 Tehsildar/ Sub Divisional Officer of the area where the candidate and/or his / her family normally resides.

In OBC Category the appointment will be provisional and will subject to the community certificate being verified through the proper channel. 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. The crucial date for this purpose is Certificate issued by the Competent Authority after 01.04.2011.

- (b) For Persons with Disabilities - 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.

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 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
- (iv) Obtaining support for his /her candidature by unfair means.

Such a candidate, in addition to rendering himself / herself liable to criminal prosecution shall 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 our 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.

15. LAST DATE FOR RECEIPT OF APPLICATIONS : POST CODE-01, 02, 03 & 04

Applications should be submitted on or after **27-07-2011** but in all cases on or before **22-08-2011**.

16. CALL LETTERS FOR WRITTEN EXAMINATION:

All eligible candidates should down load their call letter and Information Handout from the Bank's website www.apgvbank.in 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 Duplicate Test Call Letter:

For Officer Scale I, II and III : From 10-09-2011 to 25-09-2011
For Office Assistant : From 23-09-2011 to 09-10-2011

Candidate has to bring this call letter along with **Original Fee Payment Receipt / 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 candidates may contact at the following address:-

The Complete Address with Phone No. & Fax No.
General Manager (HR), Andhra Pradesh Grameena Vikas Bank Head Office, Opp. Life Line Hospital, Ramnagar HANAMKONDA – 506001, Warangal District, Andhra Pradesh. Phone : 0870-2577977, 94931 26210 . Fax No.0870-2550370.

17. This advertisement has been displayed in the Bank's website: www.apgvbank.in

18. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Employees of Andhra Pradesh Grameena Vikas Bank are also eligible to apply for the posts as aforesaid subject to fulfilling the specifications stipulated.

PLACE: WARANGAL

DATE: 14.07.2011

CHAIRMAN