

रिपोर्टिंग/ज्वॉइन करते समय साथ लाने वाले दस्तावेजों को पूर्ण कराने के संबंध में सावधानियाँ

1. संलग्न प्रारूप का पार्ट- B ऐसे दो गणमान्य व्यक्तियों जैसे ग्राम प्रधान, नगर पालिका अध्यक्ष, विकास खण्ड अधिकारी, तहसीलदार, ब्लाक प्रमुख, राजपत्रित अधिकारी (Gazetted Officer) आदि से भरवाकर एवं उनके मोहर (Stamp) सहित हस्ताक्षर कराकर साथ लायें ।
2. इन्डेमिनिटी बॉर्ड रु 100/- के नॉन-जूडिशियल पेपर पर कराना है व नोटरी से प्रमाणित कराना है । इसके निष्पादन में प्रथम पार्ट में अभ्यर्थी का नाम व पता आयेगा एवं द्वितीय पार्ट में सियोरिटी देने वाले (जैसे पिता, माता, Guardian जो भी सियोरिटी हो) का नाम व पता आयेगा । गवाही किसी से भी करा सकते हैं । ऐसे ही Employee Signature के स्थान पर अभ्यर्थी के हस्ताक्षर होंगे एवं Surety Signature के स्थान पर सियोरिटी देने वाले के हस्ताक्षर व पता आयेगा । सियोरिटी देने वाले के पहचान पत्र एवं पते का प्रमाण पत्र की प्रति भी साथ लाना अनिवार्य है ।
3. रु 100/- का एक अतिरिक्त नॉन-जूडिशियल पेपर वास्ते एग्रीमेन्ट (Blank) लाना है ।
4. मूल निवास प्रमाण पत्र (Domicile Certificate), जो कि सक्षम अधिकारी द्वारा जारी किया हुआ हो, साथ लाना अनिवार्य है ।
5. चिकित्सा प्रमाण पत्र के पेज संख्या- 2 पर जांच स्वरूप एवं प्रमाण पत्र के अन्त में, दोनों स्थान पर केवल मुख्य चिकित्सा अधिकारी के मोहर (Stamp) सहित (अन्य किसी के मान्य नहीं होंगे) हस्ताक्षर होने हैं ।
6. शैक्षिक योग्यता के सभी प्रमाण पत्र मूल एवं प्रमाणित फोटो प्रति साथ लायें ।



7. चार पासपोर्ट साइज फोटो साथ लाने है ।
8. पूर्व नियोक्ता (Employer) से कार्यमुक्ति प्रमाण पत्र व UAN संख्या (यदि कोई है, तो) साथ लाना अनिवार्य है ।
9. एससी/एसटी/ओबीसी का जाति प्रमाण पत्र (यदि कोई है, तो) सक्षम प्राधिकारी द्वारा जारी किया गया, साथ लाना अनिवार्य है ।
10. पहचान व आवास प्रमाण पत्र हेतु आधार कार्ड एवं PAN कार्ड साथ लाना अनिवार्य है ।



**SARVA U.P. GRAMIN BANK, HEAD OFFICE,
C-39/5, JAGRATI VIHAR, MEERUT
(PART- A)**

(Name & Address of Referencee)

Dear Sir,

Reg:- Shri ----- .

The above gentleman while applying for a job in the Bank has given your name as an independent referee. We shall thank you to please answer the following queries and return this form at an early date, in the enclosed envelope. The information given by you will be treated as confidential.

Yours faithfully.

MANAGER (HRD)

(PART- B)

S.L.	QUESTIONS	ANSWERS
1.	How long is the applicant known to you	
2	Is he in any way related to you? If so state relationship	
3	Have you ever employed him? If so, please state dates of his entering and leaving your service and reasons for leaving.	
4	Has he to your knowledge ever been: (A) Dismissed from any employment, (B) In pecuniary difficulties or under any debts or liabilities, and (C) Convicted of any offence, Is so, please give details,	
5	Has he suffered from any mental or physical disability? If so, please give details.	
6	Is he of sober habits? Do you believe him to be safe and proper person for employment in the bank service?	
7	Please give a frank opinion concerning his: (A) Character and Reliability, (B) Intelligence, ability and initiative for taking up independent supervisory responsibility.	

Place :-----

(Signature & Address of referencee)

Date :-----

Signature With Stamp-----

Full Address -----

Mobile No. -----

Landline No. -----

**SARVA U.P. GRAMIN BANK, HEAD OFFICE,
C-39/5, JAGRATI VIHAR, MEERUT
(PART- A)**

(Name & Address of Referencee)

Dear Sir,

Reg:- Shri ----- .

The above gentleman while applying for a job in the Bank has given your name as an independent referee. We shall thank you to please answer the following queries and return this form at an early date, in the enclosed envelope. The information given by you will be treated as confidential.

Yours faithfully.

Chief Manager (HRD)

(PART- B)

S.L.	QUESTIONS	ANSWERS
1.	How long is the applicant known to you	
2	Is he in any way related to you? If so state relationship	
3	Have you ever employed him? if so, please state dates of his entering and leaving your service and reasons for leaving.	
4	Has he to your knowledge ever been: (A) Dismissed from any employment, (B) In pecuniary difficulties or under any debts or liabilities, and (C) Convicted of any offence, Is so, please give details,	
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7	Please give a frank opinion concerning his: (A) Character and Reliability, (B) Intelligence, ability and initiative for taking up independent supervisory responsibility.	

Place :-----

(Signature & Address of referencee)

Date :-----

Signature With Stamp-----

Full Address -----

Mobile No. -----

Landline No. -----

INDEMNITY BOND WITH SURETY

(To be stamped as per State Stamp Rules)

This Indemnity is made and executed at _____ day of _____ 2018 by Shri _____ S/o Shri _____ a permanent resident of _____ herein called "**Employee**", the party of the First Part,

AND

Shri _____ S/o Shri _____ a permanent resident of _____ hereinafter called "**Surety**", the party of the Second Part, in favour of Sarva U.P. Gramin Bank, a body corporate constituted under the Regional Rural Banks Act, 1976 (21 of 1976) and Gazette Notification dated 30.11.2007 issued by the Government of India, Ministry of Finance, Department of Economic Affairs (Banking Division) having its Head Office at Meerut hereinafter called "**Employer Bank**".

The terms '**Employee**', '**Surety**' and the '**Employer Bank**' unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors and administrators.

WHEREAS the Employee has been selected for appointment as **Officer in the service of the Employer Bank**.

WHEREAS an Offer of Appointment containing the terms and conditions of the appointment has already been issued to the Employee vide letter No. _____ dated _____ of the Employer Bank.

WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to the Employer Bank on _____ by the Employee.

WHEREAS one of the terms and conditions of the appointment is the Employee has to serve the Employer Bank **i.e. Sarva U.P. Gramin Bank for minimum period of three years after appointment, has to execute an indemnity with surety in favour of Employer Bank.**

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which the Employer Bank has agreed to give appointment to the Employee, the Employee hereby undertakes to serve the Employer Bank for a minimum period of three years.
2. The party of the second part i.e. Sh. _____ S/o Sh. _____ agrees to stand as Surety for the due performance of the obligation of the Employee under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify the Bank, the Surety shall be jointly and severally liable to pay the amount of Rs. 2,00,000/- (Rs. Two Lacs only) to Employer Bank immediately on demand.
3. The Employee further agrees and undertakes that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him leading to termination of his/her service as per Rules and Regulations by the Employer Bank for all losses, costs, charges and expenses upto extent of Rs. Two lakh and pay an amount of Rs. 200000/- (Rs. Two lakh only) only with the interest thereon @ 12 per cent per annum from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the employee at his/her place, and also on account of business loss suffered/to be suffered by Employer Bank during intervening period. The employee and surety agrees that assessment of liquidated damages as assessed at Rs. _____ are reasonable, which they both agree to pay jointly and severally in case demand is made by the Employer Bank.

4. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of Employer Bank for the aforesaid term of three years, and the **Employer Bank** shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the Rules and Regulations of the **Employer Bank** as applicable, in case of commission of any misconduct by the **Employee**.
5. The amount specified above shall constitute a debt owing to the Employer Bank and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate specified above till payment.

IN WITNESS whereof, the **EMPLOYEE** and the **SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the First Part i.e. the Employee having perused and understood the contents terms of this Agreement.

Signed and delivered by the Party of the Second Part i.e. the Surety having perused and understood the contents/terms of the Agreement.

1. WITNESS: EMPLOYEE SIGNATURE

NAME & ADDRESS: NAME & ADDRESS

2. WITNESS: SURETY SIGNATURE

NAME & ADDRESS: NAME & ADDRESS

INDEMNITY BOND WITH SURETY

(To be stamped as per State Stamp Rules)

This Indemnity is made and executed at _____ day of _____ 2018 by Shri _____ S/o Shri _____ a permanent resident of _____ herein called "**Employee**", the party of the First Part,

AND

Shri _____ S/o Shri _____ a permanent resident of _____ hereinafter called "**Surety**", the party of the Second Part, in favour of Sarva U.P. Gramin Bank, a body corporate constituted under the Regional Rural Banks Act, 1976 (21 of 1976) and Gazette Notification dated 30.11.2007 issued by the Government of India, Ministry of Finance, Department of Economic Affairs (Banking Division) having its Head Office at Meerut hereinafter called "**Employer Bank**".

The terms '**Employee**', '**Surety**' and the '**Employer Bank**' unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors and administrators.

WHEREAS the Employee has been selected for appointment as **Office Assistant (Multipurpose) in the service of the Employer Bank.**

WHEREAS an Offer of Appointment containing the terms and conditions of the appointment has already been issued to the Employee vide letter No. _____ dated _____ of the Employer Bank.

WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to the Employer Bank on _____ by the Employee.

WHEREAS one of the terms and conditions of the appointment is the Employee has to serve the Employer Bank **i.e. Sarva U.P. Gramin Bank for minimum period of three years after appointment, has to execute an indemnity with surety in favour of Employer Bank.**

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which the Employer Bank has agreed to give appointment to the Employee, the Employee hereby undertakes to serve the Employer Bank for a minimum period of three years.
2. The party of the second part i.e. Sh. _____ S/o Sh. _____ agrees to stand as Surety for the due performance of the obligation of the Employee under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify the Bank, the Surety shall be jointly and severally liable to pay the amount of **Rs. 1,00,000/- (Rs. One Lac only)** to Employer Bank immediately on demand.
3. The Employee further agrees and undertakes that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him leading to termination of his/her service as per Rules and Regulations by the Employer Bank for all losses, costs, charges and expenses upto extent of Rs. 100000/- and pay an amount of Rs 100000/- (Rs. One Lakh) only with the interest thereon @ 12 per cent per annum from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the employee at his/her place,

and also on account of business loss suffered/to be suffered by Employer Bank during intervening period. The employee and surety agrees that assessment of liquidated damages as assessed at Rs. _____ are reasonable, which they both agree to pay jointly and severally in case demand is made by the Employer Bank.

**SARVA U.P. GRAMIN BANK, HEAD OFFICE,
C-39/5, JAGRATI VIHAR, MEERUT**

MEDICAL CERTIFICATE

A. TO BE FILLED IN BY THE EXAMINEE HIMSELF

Name ----- (Full Name in Block Letters)

Address -----

1	Have you ever had any serious illness or surgical operations?	
2	Have you or has any member of your family ever been under treatment for tuberculosis?	
3	Have you or has any member of your family ever suffered from mental disease fits or epilepsy or been treated in an institution for any kind of these diseases?	
4	Have you or has any member of your family ever been under treatment for trachoma?	

State "NORMAL" – if not, give particulars of any departure from normal:

Husband/Single Man

Wife/Single Woman/Widow

Date of Birth-----

Date of Birth -----

Signature of the Examinee

B. TO BE FILLED IN BY THE EXAMINING DOCTOR:

		Max.	Min.	Max.	Min.
A	Heart				
B	Blood Pressure				
C	Lugs				
D	Nervous system				
E	Mental Condition & Intelligence				
F	Digestive Organs				
G	Skelton-Bones & Joints				
H	Skin				
I	Hearing				
J	Sight				
	a) Without glasses	R	L	R	L
	b) With glass (in worn)				
K	Genito Urinary Organ				
L	Is albumin or sugar present in urine?				
M	Teeth				
N	Deformities				

Height _____

Weight _____

(Signature of Examiner)

Remarks: In case where the Medical Examiner is unable to describe the examinee as being in perfect health and development he should state the exact nature of the defect which he finds and whether it is of a permanent or temporary nature.

I certify that I have this day examined the above named and that the results are as set forth and I certify that in my opinion subject to any special observations under 'Remarks' the above named is in good health and of sound constitution and not suffering from any mental or bodily defect.

Date _____

(Signature of Examiner)

Address _____

