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SAPTAGIRI GRAMEENA BANK

(Sponsored by Indian Bank)

Head Office:

P B No.17, Chittoor 517 001

**Applications are invited from INDIAN CITIZENS
FOR APPOINTMENT AS OFFICER SCALE II, OFFICER SCALE-I - GROUP "A" & OFFICE
ASSISTANT GROUP-" B"**

Starting Date of On Line Registration	18.05.2011
Last Date for Submission of On Line Application	10.06.2011

1. DATE OF WRITTEN EXAMINATION

Post Code	Post	Date of Written Examination
1.	Officer Scale-II- Group "A"	24.07.2011
2.	Officer Scale-I-Group-"A"	24.07.2011
3.	Office Assistants - Group-"B"	31.07.2011

2. VACANCIES :

Posts	Post Code	Number of vacancies					Out of which	
		SC	ST	OBC	GEN	TOTAL	PC including VI, HI & OC	EXS
Officer Scale-II	1	1	-	1	2	4	-	-
Officer Scale-I	2	3	2	5	8	18	-	2
Office Assistants	3	12	3	12	31	58	2	8

*** In Officer Scale II, 2 Posts for specialist category i.e., 1 Ag. Officer & 1 Information Technology**

Abbreviations stand for :

SC	Scheduled Caste	GEN	General Category	HI	Hearing Impaired
ST	Scheduled Tribe	PC	Physically Challenged	OC	Orthopedically Challenged
OBC	Other Backward Classes	VI	Visually Impaired	EXS	Ex-Serviceman

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

3. PAY SCALE & EMOLUMENTS:

POST CODE- 1: Officer Scale II :19400 – 700/1 – 20100 – 800/10 – 28100 -

App. Emoluments Rs.30400/-

POST CODE- 2: Officer Scale I : 14500 – 600/7 – 18700 – 700/2 – 20100 – 800/7 – 25700/-

App. Emoluments Rs.22700/-

POST CODE-3: Office Assistant : 7200 – 400/3 – 8400 – 500/3 – 9900- 600/4 -12300 – 700/7 – 17200 – 1300/1 – 18500 – 800/1 – 19300

App. Emoluments Rs.13500/-

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

4. ELIGIBILITY CRITERIA :

(A) Nationality / Citizenship:

A candidate must be either (i) a citizen of India or (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, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) and (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

Definition of Ex-serviceman (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.

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

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

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

- i) at his /her own cost
- ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- iii) The scribe can be from any academic discipline. The scribe should possess 60% or lesser marks.
- iv) Both the 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 suppresses material facts, the candidature of the applicant will stand cancelled, irrespective of the result or 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.

(C) EDUCATIONAL QUALIFICATION (As on 01.01.2011)

POST CODE -1 OFFICER SCALE-II**1. Information Technology:**

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

Desirable Experience

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

Experience : 1 Year

(02) Agriculture Officer

Degree from a recognized University in any discipline in Agriculture, Horticulture, Dairy, Animal Husbandry, Forestry, Veterinary Science, Agriculture Engineering, Pisciculture or its equivalent with a minimum of 50% marks in aggregate.

Experience : Two Years

(03) General Banking Officer

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, Agriculture Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.

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

POST CODE -2 OFFICER SCALE-I

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, Agriculture Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy

ii. Proficiency in Local language i.e., Telugu

iii. Computer Knowledge or awareness will be an added qualification.

POST CODE- 3 OFFICE ASSISTANT

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

ii. (a) Essential : Proficiency in local language i.e., Telugu

(b) Desirable : Knowledge of Computer Skills.

5. APPLICATION FEE (FOR POSTS 3 i.e., Office Assistant) INCLUDING POSTAL CHARGES : (NON- REFUNDABLE)

S.No.	Category	Postage (Rs.)	Application fee	Total (Rs.)
1	SC / ST /PH /XS	50	-	50
2	OBC/GEN	50	200	250

APPLICATION FEE (FOR POSTS 1 & 2 i.e., Officer Scale II & I) INCLUDING POSTAL CHARGES : (NON- REFUNDABLE)

S.No.	Category	Postage (Rs.)	Application fee	Total (Rs.)
1	SC/ST/PH/XS	50	-	50
2	OBC/GEN	50	500	550

- a) **Payment of Fee:** There are Six Challans available in our web site (Bank's Website) for each category, details of which are as follows:

Post Code -01 OFFICER SCALE-II

1. Saptagiri Grameena Bank -01.
2. Indian Bank – 01

Post Code -02 OFFICER SCALE-I

1. Saptagiri Grameena Bank -02.
2. Indian Bank – 02

Post Code- 03 OFFICE ASSISTANT

1. Saptagiri Grameena Bank -03.
2. Indian Bank – 03

- b) Candidates should download one of the Challan Formats (as applicable to them for the post applied for) from the Bank's website.
- c) After filling up the required information on the form, they should make payment of the fee applicable to them in any branch of either Saptagiri Grameena Bank or Indian Bank and 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 alongwith 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.

Important Note: Candidates will not be permitted to appear at the written test without production of this Challan and Photograph.

- d) The list of our Bank branches along with code numbers is available on our Bank's website www.saptagirigrameenabank.in for information of the candidates.
- e) Application once made will not be allowed to be withdrawn and fees 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 18-05-2011 and 10-06-2011 only. Fees paid before or after the stipulated dates, if any, will not be acknowledged for the purpose of application and will be forfeited.**

6. 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 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- 1 - Officer Scale- 1I

WRITTEN TEST:

Objective Tests:

Duration: 2 hrs & 30 minutes

Sr. No.	Name of the Test	Medium of Exam	No. of Qs.	Max. Marks
1	Test of Reasoning	English	50	50
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*

POST CODE- 2 - Officer Scale- 1

WRITTEN TEST:

Objective Tests:

Duration: 2 hrs & 30 minutes

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

POST CODE- 3 – Office Assistant

WRITTEN TEST:

Duration: 2 hours 30 minutes.

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

*Marks will further be reduced to 70

For Post Code 1,2 & 3-

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 Tribes categories, the minimum marks in the written test shall be 35% to qualify for interview.

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

7. TEST DATE AND CENTRES OF EXAMINATION (FOR POST CODE 1,2 & 3):

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 1 Officer Scale-II - Group A 24-07-2011

POST CODE 2 Officer Scale-I - Group A 24-07-2011

POST CODE 3 Office Assistant – Group B 31-07-2011

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.

S.No.	Name of the Centre	Centre code
1.	C h i t t o o r	11
2.	T i r u p a t i	12
3.	V i j a y a w a d a	13

NOTE:

(i) Request for change of Centre of Examination will NOT be entertained.

(ii) 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.

8. Candidates will have to produce the printout of 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. SSLC / HSC / Graduate degree, post graduation degree, professional/research qualification etc.
 3. A candidate belonging SC/ST/OBC/PC category should attach a certified copy of the SC/ST/OBC/PC 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-serviceman 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.
9. **APPOINTMENT :** For Post Code- 1 ,2 & 3 , 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. **PROBATION:**
POST CODE -1:Officer Scale-II- 2 Years
POST CODE -2: Officer Scale-I – 2 Years
POST CODE -3: Office Assistant – 1 Year
11. **Pre-Examination Training : For SC/ ST/ Minority/ XS)**

It is proposed to impart free Pre- Examination Training to a limited number of candidates belong to SC/ST/Minority/Ex-Servicemen candidates at TIRUPATI tentatively. The Training Centre may also be changed at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the application format. All expenses regarding traveling, boarding, lodging etc. will be borne by the candidate for attending the Pre-Examination Training Programme at the concerned training Centre

12. **HOW TO APPLY**

All eligible candidates are required to apply online only in the prescribed Format through Bank website www.saptagirigrameenabank.in from **18-05-2011 to 10-06-2011**. Please note that the last date for submission of online application is **10-06-2011**.

No other means/ mode of application will be accepted.

Payment of Application Fee

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

*There are Six challans available on the bank website:

1. Saptagiri Grameena Bank

Candidates can deposit the fees at any of the Saptagiri Grameena Bank Branches.

The list of our Bank branches together with Code numbers is available on our bank's website www.saptagirigrameenabank.in for the information of the candidates.

Candidates should ensure that on deposit of fee the branch issues him/ her a receipt which includes the following items:

- (i) **Journal number**
- (ii) **Branch Name**
- (iii) **Branch code number**
- (iv) **Date of deposit**

2. Indian Bank

Candidates can deposit the fees at any of the Indian Bank Branches.

Candidates should ensure that on deposit of fee the branch issues him/ her a receipt which includes the following items:

- (i) Journal number
- (ii) Branch Name
- (iii) Branch code number
- (iv) Date of deposit

After filling in the required information on the challan they should pay the requisite fee at the respective Bank.

APPLICATION FEE (FOR POSTS 3 i.e., Office Assistant) INCLUDING POSTAL CHARGES :(NON-REFUNDABLE)

S.No.	Category	Postage (Rs.)	Application fee	Total (Rs.)
1	SC / ST /PH /XS	50	-	50
2	OBC/GEN	50	200	250

APPLICATION FEE (FOR POSTS 1 & 2 i.e., Officer Scale II & I) INCLUDING POSTAL CHARGES : (NON- REFUNDABLE)

S.No.	Category	Postage (Rs.)	Application fee	Total (Rs.)
1	SC/ST/PH/XS	50	-	50
2	OBC/GEN	50	500	550

Candidates must ensure that on deposit of fee, the branch issues him a receipt which should invariably mention the undernoted items :-

Candidates should keep the '**Candidate's Copy**' of the remitted Challan with them and produce the same at the time of the written test along with the latest passport size photograph.

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

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 online. No other mode of application or incomplete application will be accepted and in such case, the application would be rejected outright.

1. **Candidates should have a valid e-mail ID.**
This will help him / her in getting call letter / interview advices etc.
2. After the payment of fees the Candidate should visit the Bank's website again and fill up the application form available after clicking the link given in the notification.
3. **Branch Code and Transaction Number** noted on the Challan should be correctly filled in the application at appropriate place.
4. After filling up all the mandatory fields and security check box, the candidate should submit his/ her application by clicking on the "submit" button.
5. **All the mandatory fields (marked with *) should be filled in, otherwise the system will not accept the application.**
6. The Candidate should note/ remember the **Registration number and Password** for future reference and use.
7. A recent passport size photograph should be firmly pasted on the paid Challan (Candidate's Copy). Five copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of written test and interview may

lead to disqualification. The "Candidate's copy" of the exam fee challan with a recent photograph of the candidate pasted thereon should be handed over at the examination center.

8. **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 No.) may be retained for the candidate's record. The Original Challan will have to be submitted with the call letter at the time of written examination.
9. The Bank takes no responsibility for any certificate/remittance sent separately by candidate.
10. 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.
11. 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.

13. GENERAL INSTRUCTIONS:

- a) 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.
- b) 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 candidate willing to serve anywhere in A.P 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 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 Andhra Pradesh . 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 online well in time before the last date to avoid possible technical snags.
- Appointment of selected candidates is subjected to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.

m) **Canvassing in any form will be disqualification**

14. Competent Authority for issue of certificate to SC/ST/OBC/PC 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 Tahsildar/ 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 will be last date of receipt of application.
- (b) **For Physically Challenged-** the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/ cerebral/visual/ hearing disability as the case may be.

15. 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
- (ii) misbehaving in the examination hall or taking away the question booklet(or any part thereof) / answer sheet from the examination hall or
- (iii) 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 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 Saptagiri Grameena 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.

**16. LAST DATE FOR RECEIPT OF APPLICATIONS ONLINE:
POST CODE-1 to 3**

Applications should be submitted on-line on or after **18-05-2011** but in all cases on or before **10-06-2011**.

17. CALL LETTERS FOR WRITTEN EXAMINATION: POST CODE-1 to 3

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by post. An eligible candidates who do not receive the call letter by **18-07-2011** for Post Code-1 & 2 “Officer Scale- II and I and candidates who do not receive the call letter by **25-07-2011** for Post Code-3 “Office Assistant “ should contact at the following address with details of his/her name, address, original copy of the Challan for the fee deposited along-with a photograph pasted thereon, for obtaining duplicate call letters. Duplicate call letters will be issued between 10.00 A.M. to 5.00 P.M. as per the following schedule:-

Post Code-1 & 2 Officer Scale-II and I from **19-07-2011 to 23-07-2011**

Post Code-3 Office Assistant from **26-07-2011 to 30-07-2011**

For Duplicate Call Letters candidates may contact, as per above schedule, at the following address:-

Centre	The Complete Address with Phone No. & Fax No.
CHITTOOR	SAPTAGIRI GRAMEENA BANK: HEAD OFFICE: PB NO: 17 NAIDU BUILDINGS, CHITTOOR – 517 001 PH: 08572 - 233598
TIRUPATI	Senior Manager, Development, C/O Saptagiri Grameena Bank, MR Palle Branch, New Balaji Colony, TIRUPATI – 517 502, PH: 0877 - 2224646
VIJAYAWADA	Saptagiri Grameena Bank, Governorpet Branch, VIJAYAWADA – 522012 PH: 0866 - 2574538

20. *This advertisement has been displayed in the Bank's website: www.saptagirigrameenabank.in*

PLACE: CHITTOOR(A.P)

CHAIRMAN

DATE: 04.05.2011