

To

Roll Number



UTKAL GRAMEEN BANK  
HEAD OFFICE, BOLANGIR  
P.O./Dist.- BOLANGIR (ODISHA)  
PIN-767001.  
Phone-(06652) 232285  
FAX-(06652) 232874  
E-mail:- chairmanugb@sancharnet.in

PIN -

Mobile

**PERSONNEL DEPARTMENT**

Ref. : PER/ 3284

Date: 21.03.2017

Dear Sir / Madam,

**RECRUITMENT FOR THE POST OF OFFICE ASSISTANT(M) (CWE-V)**  
**PROVISIONAL OFFER OF APPOINTMENT**

With reference to your application for the post of OFFICE ASSISTANT (MULTIPURPOSE) (CWE-V) and based on the performance report received from IBPS, Mumbai, we are pleased to inform you that you have been provisionally selected for appointment for the said post subject to fulfilling the criteria notified by IBPS besides the following terms and conditions.

You may please go through the terms & conditions carefully and return the duplicate copy duly signed with date in each page in token of having accepted the same. You are requested to report HOD (Personnel), Utkal Grameen Bank, Head Office, Bolangir personally with all the documents viz: certificates, testimonials etc as mentioned in this letter, for verification and also biometric verification on dt..... which may spill over to dt.**07.04.2017**. Please note that this is only the process of documents verification. The place of eventual posting on selection will be advised subsequently. The date of reporting for duty at the eventual place of posting will be the date of appointment in the Bank.

**Date of Documents verification**

**Time**

**Venue**

9.00 A.M.

UTKAL GRAMEEN BANK, HEAD OFFICE, BOLANGIR  
At.- CLUBPADA  
PO/Dist.-BOLANGIR(Odisha)-767001

**TERMS & CONDITIONS:**

**1. PROBATION**

- You will be on probation for a period of one year.
- The period of one year probation may be extended for a further period of six months, if in the opinion of the Appointing Authority your service during the probation period is not found satisfactory.
- During the period of probation, including the period of extension of probation, if the Appointing Authority is of the opinion that you are not fit for confirmation in the said post, your service may be terminated after giving one month's notice or by payment of one month's emoluments in lieu thereof.
- If you remain on extraordinary leave during the probation period, the probation period shall be liable to be extended within the permissible limit.
- Your performance during the probation period will be reviewed periodically (monthly / quarterly / half yearly) as may be decided by the Bank from time to time.
- If your work and conduct are found unsatisfactory and if the certificates / documents produced by you are found to be forged, tampered with, particulars furnished in this regard are misrepresented, your service is liable to be terminated.
- On satisfactory completion of probation, including the period of extension of probation, if any, you will be confirmed in the Bank's service in Office Assistant (Multipurpose) cadre.

(OFFER OF APPOINTMENT-OfficeAssistant(M) - (CWE-V))



**2. TERMINATION OF SERVICE**

- (a) No employee shall leave or discontinue his service in the Bank without first giving notice in writing to the Appointing Authority of his intention to leave or discontinue his service or resign.
- (b) The period of notice required shall be;
  - (i) Three months, in the case of confirmed employee.
  - (ii) One month, in the case of employee under probation.
- (c) In case of breach of Clause (b) above, in addition to one month's pay or one month's notice, liquidated damages of Rs.50000/- have to be paid by the concerned Employee while leaving the service from the Bank.

**3. POSTING**

You are liable to be posted / transferred to any of our existing / proposed Branches / Offices according to exigencies of services. Initial posting during probation period will deem to be temporary posting.

**4. TRAVELLING EXPENSES**

No traveling / halting allowances will be paid for joining duty.

**5. OTHER EMPLOYMENT**

You will wholly devote yourself to the Banking work assigned to you and you will not undertake any other employment either in full or part time basis. Any violation of this condition shall entail termination of your appointment.

**6. SECRECY**

You shall maintain the strict secrecy regarding the Bank's affairs and its constituents and shall not divulge directly or indirectly any information of confidential nature either to the public or to the Bank's staff, unless in compliance of the order passed by the judicial or quasi-judicial authority or unless instructed to do so by a superior officer in writing. Any contravention of this condition shall entail termination of your appointment.

**7. PAY AND ALLOWANCES**

You will draw the salary & allowances in the scale of pay applicable to Office Assistant(M) cadre, besides Dearness allowance, House rent allowance applicable as under;

Basic Pay	11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540
Dearness Allowance	Will vary according to cost of living
House Rent Allowance	As per the rules of the Bank

**8. OTHER CONDITIONS**

- (i) On appointment, you will be governed by Utkal Grameen Bank (Officers and Employees) Service Regulations, 2012, which may be revised, altered or amended from time to time by the Bank.
- (ii) You will not be entitled to claim lien in any other previous employment, if any. If the declaration or information furnished by you proves to be false or do not match with the prescribed job specifications or subsequently if it is found that you have willfully suppressed any material information, you shall be liable to be removed from service without any notice and/or without assigning any reason thereof, besides liable to such other action as deemed proper.
- (iii) In case, you have claimed to be SC/ST/OBC(Non-creamy layer) as well as PWD & Ex-serviceman, your appointment shall be provisional and subject to the relative certificates (as per Advertisement for recruitment (CWE-V) conducted by IBPS, Mumbai) being verified through proper channels. If the verification reveals that your claim is false, your services will be terminated forthwith without assigning any reasons and without prejudice to such further action as may be taken in terms of Govt. of India guidelines / rules on Reservation Policy for production of false certificate.
- (iv) Utkal Grameen Bank reserves the right to ratify any inadvertent mistake in this offer of appointment, any time before or after joining the Bank which if not in conformity with the existing policy and rules & regulations of the Bank.
- (v) Besides, you shall be abided by the Human Resource Policy / Procedure



