



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

To

Roll Number :

Mobile :

PERSONNEL DEPARTMENT

Ref. : PER/ 1142
Date: 28.08.2014

Dear Sir / Madam,

CALL LETTER FOR INTERVIEW
FOR THE POST OF OFFICE ASSISTANT (MULTIPURPOSE)
(AS PER BANK'S ADVERTISEMENT DT.06.08.2014)

1. With reference to your application for the post of **Office Assistant (Multipurpose)**, please appear for Personal Interview on the scheduled Date, Time and Venue mentioned below;

<u>DATE</u>	<u>TIME</u>	<u>VENUE</u>
	9.00 A.M	UTKAL GRAMEEN BANK, HEAD OFFICE, BOLANGIR At.- CLUBPADA PO/Dist.- BOLANGIR(Odisha)-767001

PLEASE AFFIX
HERE YOUR
PASSPORT SIZE
COLOUR
PHOTOGRAPH

*(which should tally
with the one affixed
on the CHALLAN
during deposit of
Examination fee)*

2. Please note to bring **WITHOUT FAIL** all the documents / papers in **ORIGINAL** together with the copies thereof, duly attested by the Gazetted Officer / Notary Public, **repeat WITHOUT FAIL** .
- Original fee payment receipt (CBS challan)
 - Print out of the **on line** application form submitted.
 - Print out of the IBPS scores of the stipulated examination.
 - 10th standard or higher examination Mark sheet in support of local language (Odia).
 - School Leaving Certificates and any other documents as proof of age acceptable to the Bank.
 - Mark sheets / Certificates in support of educational qualification.
 - Certificate of computer course.
 - Caste / PWD any other related certificates as applicable issued by the competent authority.

- (i) Photo identity proof.
 - (j) Domicile certificate.
 - (k) No objection certificate from the Employer to be submitted in respect of the candidate serving in Govt. / PSU including Banks and financial institutions.
 - (l) In case of OBCs, the Certificate, inter-alia, must specify that the candidate does not belong to CREAMY LAYER section excluded from the benefits of reservation for Other Backward Classes 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. However, OBC candidates, availing reservation will have to produce OBC Certificate with non-creamy layer clause issued on or after **01.06.2013**, at the time of interview.
 - (m) The Ex-serviceman candidate has to produce the Discharge Certificate, Retirement / Pension Order and documentary proof of last rank held. **(The Ex-Servicemen candidates who have retired before the last date i.e. 25.07.2013 or retired within a year from the last date of receiving application for CWE-II conducted by IBPS are only eligible to appear the interview).**
 - (n) Experience Certificates (if any).
- 3. Please bring this Call Letter with your photograph duly affixed and signed across the photograph while attending the interview **without which the candidate will not be allowed to take up the interview.**
 - 4. No request for change of scheduled Date, Time and Venue of interview will be entertained.
 - 5. Please note that this Call Letter does not constitute an offer of employment.
 - 6. Outstation candidates belonging to unemployed **SC/ST/PWD category only** will be reimbursed to and fro Second Class / ordinary Sleeper Class Railway / Bus fare by the shortest route **on production of evidence of travel** , strictly as per Government of India Guidelines.
 - 7. The decision of the Bank in all matters as regards interview, selection and placement would be final and binding on the candidates.

Yours faithfully,

Sd/-

(B. B. Mishra)
GENERAL MANAGER (III)