

 ವಿಶ್ವಾಸದ ಪ್ರತೀಕ	ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್ ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬೆಂಕಿ Karnataka Gramin Bank		
	(A Scheduled Bank established by Government of India: Sponsored by Canara Bank)		
	ಮಾನವ ಸಂಪನ್ಮೂಲ ವಿಭಾಗ, ಪ್ರಧಾನ ಕಛೇರಿ, ಬಳ್ಳಾರಿ	ಮಾನವ ಸಂಸಾಧನ ಪಕ್ಷ ಪ್ರಧಾನ ಕಾರ್ಯಾಲಯ, ಬಲ್ಲಾರಿ	HUMAN RESOURCES WING Head Office, Ballari
Head Office: 32, Sanganakal Road, Gandhinagar, Ballari - 583 103, Karnataka. Phone : (08392) 236421, 236409 e-mail: staffrecruit.officers@kgbk.in			
REF No.: KaGB:HO:HRW:STF:2740:2023-24			DATE: 14.02.2024

PROCEEDINGS OF THE CHAIRMAN

SUB: RECRUITMENT FOR THE POST OF OFFICER JUNIOR MANAGEMENT GRADE SCALE-I (ASSISTANT MANAGER).

REF: OUR LETTER No. KaGB:HO:HRW:STF:2683:2023-24 DATED 12.01.2024.

Whereas, in terms of the above referred letter, the Bank had made an offer of appointment to **Sri Ranjith D S S/o Sri Suresh D D R/o Thakeri V & P, Somwarpet, Kodagu, Kodagu, KARNATAKA** for the post of Probationary Officer Junior Management Grade Scale-I (Assistant Manager) in the Bank.

Whereas, the terms and conditions to be accepted / complied with by him/her were made known through the above said letter and whereas the said **Sri Ranjith D S** has communicated to the Bank his/her acceptance to abide by the terms / conditions contained in the offer of appointment and executed the necessary documents and provided the testimonials.

Now, therefore, in terms of the above said reference, **Sri Ranjith D S S/o Sri Suresh D D**, is hereby appointed as probationary Officer Junior Management Grade Scale-I (Assistant Manager) in the services of the Bank. His/Her appointment shall be subject to the following terms and conditions.

1. In all the matters concerning his/her services in the Bank he/she shall in all respects be bound by the Karnataka Gramin Bank (Officers and Employees) Service Regulations 2019. A declaration to this effect shall be sent as per the format enclosed to this letter. Insofar as his/her pay structure, allowances and other benefits relating to his/her service in the Bank are concerned, it shall be in accordance with the Government of India guidelines No. 11-3/90 RRB (1) dated 22.02.1991 and any amendments and alterations thereof, additions thereto and further as per the directions of Central Government, Reserve Bank of India, NABARD, Sponsor Bank and Board of Directors issued from time to time.
2. The period of probation shall be two years, unless extended in accordance with the Karnataka Gramin Bank (Officers and Employees) Service Regulations 2019. His/her confirmation in the services of the Bank is subject to successful completion of the period of probation.

3. During the course of probation he/she shall attend to practical work at Head Office/Branches or Offices of the Bank as may be prescribed from time to time. Since, Banking is service industry, he/she is required to develop the art of interacting with customers, habit of motivating customers / public for inculcating savings of their hard-earned money, conducting field visits and develop right attitude towards customer service etc.
4. During the course of probation, he/she shall serve at different branches/offices of the Bank at the frequency as decided by the Bank to provide him/her better exposure and to acquaint himself/herself with various aspects of banking.
5. During the period of probation, he/she shall show proper aptitude towards work, acquire thorough knowledge of Banking through Bank's Manual of Instructions, Circulars, Rules of Business, Policies, besides the systems & procedures of working etc., of the Bank and be able to discharge the duties and responsibilities required of an officer with due diligence.
6. During the course of probation, if his/her work performance, progress and conduct are not found satisfactory, the Bank may extend his/her probationary period in accordance with Karnataka Gramin Bank (Officers and Employees) Service Regulations 2019 or as per the directives of Government of India/NABARD/Sponsor Bank/ Board of Directors / Competent Authority.
7. In case of his/her unsatisfactory work performance, character and conduct during the probationary period his/her services shall be liable for termination in accordance with the provisions of Karnataka Gramin Bank (Officers and Employees) Service Regulations 2019.
8. He/she shall not leave or discontinue services in the Bank, even during Probationary period, without giving notice, in writing, to the Appointing Authority of the Bank, through proper channel, mentioning his/her intention to leave or discontinue his/her services in the Bank. The period of such notice required is one month during probation and three months after confirmation or in lieu thereof, as compensation to the Bank, he/she is liable to pay a sum equal to his/her pay (being drawn at the time of such event) for the period of notice so required. His/Her relief from the services of the Bank before completion of the required notice period will be at the sole discretion of the Bank though he/she is willing to pay a sum equal to his/her pay for the notice period. Further, in the event of his/her leaving or discontinuing services in the Bank, he/she is also liable to refund the pay or allowance or both, drawn by him/her while on training and make good the training expenses.
9. He/she is liable to be posted to any Branch / Office of the Bank and that he/she is further liable, during his/her services in the Bank, to be transferred to any branch/office in the entire service area of the Bank from time to time at the sole discretion of the Bank. He/She shall also be required to work at such other institutions if posted by the Bank in such capacities as is required of him/her.
10. He/she shall execute an indemnity bond on non-judicial stamp paper of Rs 200/- agreeing to pay the Bank a sum of Rs 3,00,000/- (Rupees Three Lakh only) in the event of leaving services of the Bank during the period of probation. This will be in addition to the provisions of Staff Service Regulations of the Bank and as mentioned under point No.8 above.

11. He/she shall faithfully, diligently, honestly serve the Bank at such place, branch/office, post or position to which he/she may from time to time be posted or transferred and shall in all respects faithfully diligently and honestly observe and obey all regulations, guidelines, rules, orders, directions or instructions in force in the Bank or that may be issued from time to time by the Bank or by any person or persons placed in authority over him/her in respect of or in relation to the work, duties, functions, powers or authorities from time to time assigned or entrusted to him/her.
12. During the period of probation he/she shall be paid salary and emoluments as follows, subject to such variations as may be prescribed by Central Government, NABARD and Sponsor Bank.

(Amount in Rs)

Basic Pay	DA	HRA	Special Allowance	Total
36,000	17464	Depending up on place of posting	8768	₹ 62,232/-

13. On continuation in the services of the Bank his/her salary (Pay) and emoluments will be such as would be set out in the order of confirmation.
14. His/ Her employment in the Bank is based upon the truthfulness of the statements made in the “Application for the post of ‘Officer Junior Management Grade Scale-I (Assistant Manager)’” and Bio-data. He/ She is liable for termination from the employment or any other disciplinary action that the Bank may at its discretion take in case of any statement so made herein above is found to be wrong/false.
15. He/She shall report at Karnataka Gramin Bank Thornahally branch, Kolar region on 21.02.2024 at 10.00 AM and continue to work there until further orders. If he/she does not report for duty on the said date & time the Order of Appointment shall automatically stands cancelled. His/her service and seniority in the cadre shall commence from the date of his/her joining the services of the Bank at the said branch/office.
16. He/she shall possess the required level of computer literacy like working on MS-Office etc. If not, he/she shall acquire the same within a period of 6 months from the date of joining the services of the Bank at his/her own cost and time, failing which the Bank would be entitled to consider him/her unsuitable for confirmation/continuation in service. Further, he/she shall necessarily acquaint himself/herself with the Core Banking Solution and other software/applications of the Bank immediately after joining the Bank as he/she is required to perform his/her job on the said system.
17. He/she shall possess proficiency in Kannada language. He/she should have studied Kannada subject as one of the language in VIII Std or any level above VIII Std to consider him/her as proficient in Kannada language. If he/she does not meet this requirement at the time of joining the services of the Bank, he/she will be given time of six months from the date of joining the services of the Bank to acquire proficiency. His/her proficiency will be tested at the end of six months or at the convenience of the Bank and he/she shall qualify in the test, otherwise it will be dealt appropriately including termination of service. Therefore, he/she shall put serious efforts to learn to Write, Read & Speak

Kannada proficiently including grammar within 6 months from the date of reporting.

18. No relative of him/her should be working at his/her place of posting in our Bank. If there is any such employee/officer, the fact should be immediately brought to the notice of the Bank and further advice from the Bank has to be awaited.
19. The appointment in case of candidates belonging to SC/ST category will be provisional and is subject to verification of Scheduled Caste/Scheduled Tribe Certificates through proper channels. If the verification reveals that the claim that they belong to Scheduled Caste/Scheduled Tribe as the case may be, is false, their 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 the Indian Penal Code for production of false certificates.
20. If his/her selection is under Scheduled Caste /Scheduled Tribe category, he/she should inform the Bank in writing in case he/she undergoes change of religion/caste.
21. The appointment is provisional in case of OBC Category candidates and is subject to the Other Backward Classes Certificates being verified through proper channels. If the verification reveals that the claim that they belong to Other Backward Classes or not belonging to the Creamy Layer, is false, their 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 certificates.
22. The appointment is provisional in case of EWS candidates and is subject to the Economically Weaker Section Certificates being verified through proper channels. If the verification reveals that the claim that they belong to EWS is false, their 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 certificates
23. He/She shall compulsorily be covered under Group Insurance Scheme or any other scheme as specified by the Bank on his/her appointment in the Bank.
24. He/She is required to submit declaration in writing in Schedule-I, II and III in accordance with Karnataka Gramin Bank (Officers and Employees) Service Regulations 2019.
25. He/She shall submit a Return containing full particulars of his/her assets and liabilities (as per proforma) on the date of appointment in the Bank.

26. Copy of PAN card and Aadhar Card is to be submitted to Human Resources Wing Head Office within 30 days.
27. He/She shall be required to provide the acknowledgement copy of this proceedings through respective Branch/Office to Head Office Ballari.
28. Candidates who are already employed in other establishment shall necessarily submit '**Discharge Certificate**' from the previous/present employer and dispatch the same to Head Office Ballari through the branch / office while reporting for duty, if not submitted during the course of document / biometric verification. However, a photo copy of such discharge certificate should be dispatched to Head Office Ballari well before their date of joining the services of the Bank.



BHAGYAREKHA SHIVAKUMAR
GENERAL MANAGER
For CHAIRMAN

To,
Sri Ranjith D S
S/o Suresh D D
R/o Thakeri V & P
Somwarpet
Kodagu
Kodagu
KARNATAKA
Pin 571236
Mob:+91-7204099177

Copy to:

- The Branch Manager: Thornahally Branch - With a request to send a report regarding his/her joining or otherwise, along with the duplicate copy of the proceedings duly signed by the candidate.
- Regional Office: Kolar.

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ADDRESS OF THE BRANCH / OFFICE	
Branch/Office Name:	Thornahally
Regional Office:	Kolar
Address:	Karnataka Gramin Bank, Thornahally Branch, Thornahally Village, Malur Taluk, Kolar District, Karnataka - 563130
Taluk, District:	Malur Taluk & Kolar District
Branch contact No.:	9449533396

