Ref: Estt/HR Policy/DR/2019-20  Date: 29.10.2019

PROCEEDINGS OF THE CHIEF EXECUTIVE OFFICER

Present : Sri Datti Satyanarayana, M.Com., CAIIB

Sub: HRD/Estt. –Appointment as Staff Assistant-

Orders issued – Reg.

Ref: 1. Notification dated 17.06.2019 and your application thereof.

***

With reference to the notification & application cited, the following candidates are temporarily appointed as Staff Assistant in the Bank in the pay scale of Rs.11765-570/5-14615-655/6-18545-815/5-22620-980/2-24580-1145/5-30305 (24 stages) + 4 stagnation increments of Rs 1145/- each bi-annually with all allowances as admissible under Bank rules, on the following terms and conditions:

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</table>
1. He/She shall be on probation for a minimum period of **12** months from the date of joining, on completion of which he/she may be confirmed in the post if his/her **performance** and conduct are found satisfactory.

2. The period of probation however may be extended for a further period of 6 months. On satisfactory completion of probation, he/she will be absorbed in the service of the Bank on regular basis, otherwise his/her services will be terminated. The probationary period shall be exclusive of any sick, earned and extraordinary leave availed of.

3. In case of any continuous absence from duty exceeding the period of one month without prior intimation/approval of the competent authority during the probationary period, his/her services will stand to be automatically terminated.

4. He/She shall furnish the following documents on reporting for joining:

   a. **Certificates** of (i) date of birth, (ii) Educational qualifications (iii) Study and Conduct certificates from 1st standard to Degree/PG, (iv) Caste/Community, (v) Experience, (vi) proof in support of physical handicap, if claimed, (vii) Military Service Discharge Book & Ex-service man Identity Card (applicable to candidates selected for the post under EXS quota), in **original** for verification and self attested Photostat copies for record. It may be noted that the date of birth once furnished is final and unalterable under any circumstances.

   b. Security Deposit of **Rs.3000/-** in cash or in any other form approved by the Bank.

   c. Three Passport size Photographs.

   d. **Identity Proof** (identity cards / address proof documents **issued by State or Central Agencies, Statutory bodies, such as PAN Card only identity, Voter ID, Adhar Card, Passport, Driving Licence, NREGA/Population registration, etc.).

5. It is to be noted that, the documents/certificates or information furnished, will be referred to the following Authorities, for verification and to **establish their** genuineness.

   a. Police Authorities – for verification of antecedents;
b. Social Status – The certificates pertaining to the categories of SC/ST/BC shall be referred to the Appropriate Authorities.

c. Date of Birth/Educations Qualifications – The certificates pertaining to the same shall be referred to the Universities/Boards concerned.

d. Experience – The experience certificate furnished shall be referred to the Organizations concerned.

e. Ex-servicemen – The candidature shall be referred to the Authorities concerned.

f. Physically Challenged – The candidate shall appear before the District Medical Board, as advised by the Bank, for verification in terms of the notification. The Certificates furnished, shall be referred to the appropriate Authorities.

g. Local Candidate – The selected candidate shall satisfy the criteria of local candidate, as laid down in the Notification dt.4.9.2011.

6. If any of the above Certificates/Documents or information submitted is found to be false/incorrect at any point of time or an adverse report on the Antecedents of the candidate is received from the Police, the appointment is liable to be terminated besides initiating appropriate action as per Rules of the Bank and under the Applicable Laws.

7. Candidates who were employed as on the date of application are required to furnish a Service Certificate duly indicating their relief/discharge from their current employer.

8. The Inter-se-seniority of the selected candidates directly recruited in a batch to any cadre shall be reckoned with reference to the rank allotted to them as per merit-cum-Rule of Reservation at the time of their selection but not to their Joining date within the stipulated period upto 08.11.2019.

9. He/She will be governed by the Award/service regulations of the Bank that are in force and those that may come into force and as may be amended from time to time. A written declaration to that effect in Form-A has to be furnished to the Bank at the time of joining.

10. He/She shall take an oath of secrecy in Form-B to the effect that he/she shall not reveal to any person/s or to any third party any information concerning the affairs of the Bank, unless compelled to do so as per law or after obtaining the Bank’s permission to do so.

11. He/She shall also furnish the enclosed Attestation Form in Form-C, duly filled, giving his/her particulars.

12. He/She shall furnish Medical Fitness Certificate from a Doctor not below the rank of Asst. Civil Surgeon, in the format enclosed, i.e.,
Form D. The order of appointment is liable to be cancelled if he/she fails to produce satisfactory Medical Certificate.

13. He/She shall nominate a person to receive all monies liable to be paid to him/her by the Bank in the event of his/her death, in the format enclosed, i.e., Form E.

14. It shall be noted that the appointment hereby given under BC-E Group Reservation is subject to adjudication of the litigation pending before the Hon’ble Courts and Government Orders thereon.

15. He/She shall also furnish the forms in Form F, G(1)&(2), H & I duly filled. Further 2 Gazetted officers shall attest the enclosed Form G(1)&(2).

16. He/She shall not take any whole or part time job or business simultaneously, as long as he/she is in the service of the Bank.

17. If the past character and conduct of the candidate are found to be adverse at any time subsequent to joining in the service of the Bank, his/her services will be liable for termination.

18. He/She is liable for transfer to any place of work in the District or outside the District on any special work assigned in connection with the business of the Bank.

19. The candidates are not entitled for any travelling or conveyance charges to join the service of the Bank.

20. He/She shall execute a Bond of Contract undertaking on Rs.100/- (Non judicial stamp paper) that he/she would serve the Bank continuously for a minimum period of 2 years and in case he/she chooses to leave the Bank before the expiry of said contract period of 2 years, he/she shall pay an amount of Rs.1,50,000/- (Rupees One Lakh fifty thousand only).

21. He/She is advised to acknowledge receipt of these proceedings and convey his/her acceptance immediately by submitting a signed copy of these Proceedings.

22. He/She shall report to duty from 1st November 2019 to and on or before 08.11.2019, at the Head Office of the DCCB, Dandiveedhi, Srikakulam after complying with the above terms and conditions failing which the offer stands cancelled automatically without any further notice.

23. Candidates who were employed as on the date of application are required to furnish a Service Certificate duly indicating their relief/discharge from their current employer/President of the PACS.
24. They should submit no dues certificate duly signed by the President of the PACS and countersigned by the concerned DCCB Supervisor and Branch Manager.

25. They should update all Books of Accounts and Records and there should not be any arrear work pending with the society at the time of relieving by the PACS. They should submit a copy of the charge list of all the records, books of accounts handed over to the PACS.

26. There should not be any disciplinary cases against the individual. If it is found/uneartned subsequently by the authorities concerned, the appointment is liability to be terminated.

27. He/She shall download the required Annexures /Forms from the Bank’s web site www.dccb-srikakulam.org or in person from the Bank Head Office, Establishment section.

28. You are hereby directed strictly to adhere yourself to discharge the Job chart and as entrusted to the individual for discharge of as per the requirement of the post is holding. Further you are instructed to discharge any other official work as it is deemed fit to discharge for the growth of the organization apart from routine job chart.

29. The place of postings will be decided by the Bank subject to the available vacancies in the Bank.

To:
All the selected candidates,

Copy to:
1. The Establishment section,
2. The file.

Copy submitted to:
1. Sri GVBD Hariprasad, Interview Committee Chairman/LDM, Srikakulam,
2. Sri D Pampanna, APCOB, Nodal Officer, Interview Committee Member,
3. The Hon’ble District Collector /Person-In-Charge, DCC Bank.
DECLARATION:

1. Received the original of the letter of appointment;
2. I have read and understood the terms and conditions set out herein and hereby agree to the said terms and conditions of appointment.
3. I undertake to carry out all instructions given to me by the Bank’s Officials and also to serve at any office of the Bank to which I may be transferred temporarily or permanently;
4. In terms of the above appointment Order, I am reporting for duty, today, i.e., __________.

Signature
Name:
Date:
(DECLARATION TO BE SIGNED BY THE EMPLOYEE)

FORM – A

(Declaration to be bound by the subsidiary regulations relating to the Service conditions of employees)

Place:

Date:

1. The furnishing of false information or Suppression of any factual information in Declaration form would be a disqualification and is likely to render the candidate unfit for employment under the Organization.

2. If detained, convicted, debarred etc., subsequent to the completion and submitting of this form the details should be communicated immediately to the Organization or the authority to Declaration form has been sent earlier, as the case may be failing which it will be deemed to be a suppression of factual information.

3. If the fact that information has been furnished or that there has been suppression of any factual information in the declaration form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.

4. I hereby declare that I will work as per the Award/service regulations relating to the service conditions of the employees of the District Coop. Central Bank Ltd., Srikakulam and I hereby subscribe and agree to be bound by the said regulations and those that may be framed from time to time henceforth. Strictly observe the Banking hours.

5. I hereby declare that I will not use Cell phones during the Banking hours. Further I will not post any adverse comments against Central Government, State Government & Dist. Coop. Central Bank Ltd., Srikakulam.

6. I will follow dress code i.e., for Gents : Formals and for Ladies: Chudidars, Sarees etc.,

Name in full : 
Nature of appointment : 
Date of appointment : 
Signature : 
Witness :
DECLARATION TO BE SIGNED BY THE EMPLOYEE

FORM – ‘B’

Declaration of Secrecy

1. I, the undersigned, a member of the establishment of the District Coop. Central Bank Ltd. Srikakulam hereby declare that I shall regard as strictly confidential and by no means direct or indirect, reveal to any person or persons whatever information concerning the affairs of the bank or of any dealings of the Bank that have come to my notice and possession in my official capacity or otherwise, unless compelled to do so by or under any Law for the time being in force or instructed by the Bank to do so in the discharge of my duties.

2. I solemnly hereby promise that I will not influence from any outsource with regard to my place of postings, transferred and promotions in future.

3. I further declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of The District Cooperative Central Bank Ltd., No.M.210, Srikakulam to the affairs of any person having any dealing with The District Cooperative Central Bank Ltd., No.M.210, Srikakulam or will allow any such person to inspect or have access to any books or documents belonging to or in the possession of The District Cooperative Central Bank Ltd., No.M.210, Srikakulam and relating to the business of The District Cooperative Central Bank Ltd., Srikakulam or to the business of any person having any dealing with The District Cooperative Central Bank Ltd., No.M.210, Srikakulam.

Name:

Designation:

Signed in the presence of:

Signature: 

Name ___________________ (in block letters)
(TO BE SIGNED BY THE CANDIDATE)

ATTESTATION FORM - FORM C

Furnishing of false information or suppression of any factual information in the attestation form would be a disqualification and is likely to render the candidate ineligible for appointment in the Bank. If the fact that false information has been furnished or there has been suppression of any factual information in the attestation form comes to notice any time during the service of a person, his services would be liable to be terminated.

1. Name in full (in black capital) with aliases if any, (please indicate if you have added or dropped at any stage any part of your name or surname)

2. Present Address in Full (i.e., Village, Thanda and District, or House No. Lane/Street/Road and Town)

3. Home address in Full (i.e., Village, Thanda and District, or House No. Lane/Street/Road and Town and name of the District Head Quarter)

4. (a) Father’s name in full with alias, if any:

   (b) Present postal address:

       (if dead, give last address)

   (c) Permanent Home address:

   (d) Profession:

   (e) If in service, give designation and office address

   (f) Aadhar No.

   (g) PAN No
5. Knowledge of languages other than (Mother tongue)

1). ........................ a) Can speak  b) Can Read  c) Can Write
2). ........................ a) Can speak  b) Can Read  c) Can Write
3). ........................ a) Can speak  b) Can Read  c) Can Write
4). ........................ a) Can speak  b) Can Read  c) Can Write

6. (a) Spouse's name in full:
   (b) Profession
   (c) Designation and office Address:

7. Nationality of
   a) Father
   b) Mother
   c) Husband/Wife

8. Exact date of birth
   Present Age
   Age at Matriculation

9. a) Place of Birth
   Dist. and State in which situated

10. District and State to which you belong:
    a) District
    b) State

11. a) Your religion
    b) Are you a member of Scheduled Caste/Scheduled Tribe/Backward Class (A/B/C/D/E)? Answer “Yes” or “No”. If the answer is Yes, state the name of SC/ST/BC.
12. Educational Qualifications showing place of education with years in schools and Colleges from SSC or its equivalent:

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<th>Date of leaving</th>
<th>Examination Passed</th>
<th>Year of passing</th>
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13. If you have, at any time, been employed, give details.

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<th>Designation of post held or description of work</th>
<th>Period</th>
<th>Full address of the Office or Institute</th>
<th>Reasons for leaving the job</th>
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14. Have you ever been arrested or kept under detention or bound down/fined/convicted by a court of Law for any offence or debarred/disqualified by the Public Service Commission from appearing at its examinations selections or debarred from taking any examination or rusticated by any authority/institution?

If answer is “Yes” full particulars of the case, detention, fine, conviction, sentence etc., should be given.

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment in the Bank. I have/will have no objection to the Bank making enquiries at any time immediately in the near future regarding the statements made by me in the application, in any manner they decide to do so inclusive of police enquiry into my antecedents.

**SIGNATURE OF THE CANDIDATE**

**DATE:**
FORM – D

MEDICAL CERTIFICATE

CERTIFICATE OF PHYSICAL FITNESS

I have carefully examined Sri/Smt/Kum _____________________ a candidate for employment in the __________________ District Coop. Central Bank Ltd., ________ service as ___________ and cannot discover that he/she has any disease communicable or other-wise constitutionally affliction or bodily infirmity except that his/her weight is in excess/below of the standard prescribed or except ________________________________ _____________________________.
(I do not consider this a disqualification for the Employment he/she seeks)

We do further certify that in our opinion his/her general physical condition is such as to enable him/her to perform efficiently the active duties and executive service.

His/her age is according to his/her own statement _________ and by appearance about ________. I also certify that he/she has marks of small pox vaccination.

On Chest measurement in Cms.
   On full inspiration:
   On full expiration:

**Height** _______________ **Weight** __________ his/her vision is normal _______________ Hyoermetripic _______________.
(Here enter the degree or defect and the strength of correction glasses)

**Myopic** ____________________________
(Enter the degree of defect and the strength of correction glasses)

**Astigmatic (Simple or mixed)** ____________________________
(Enter the degree of defect and the strength of correction glasses)

**Hearing** is normal defective (much or slight)

**Urine:** Does chemical examination show (i) Albumin   ii) Sugar state (specific gravity)

**Personal Identification marks:**

1.

2.

Signature of the Medical Officer with seal
**FORM E**

The District Coop. Central Bank Ltd., Srikakulam.

Name: 
Employee Code No.: 

**NOMINATION**

I, ___________________________ S/o.D/o.W/o___________________ an employee of the District Coop. Central Bank Ltd., Srikakulam, do hereby nominate the following as the person/persons to whom any amounts payable to me by the Bank, under Gratuity, Leave encashment, Salary, Bonus, OT Wages, Security Deposit and other amounts, in the event of my death, shall be paid to the extent of share mentioned against each nominee and the receipts given by the nominee/nominees herein mentioned shall be full and valid acquittance to the Bank in respect of dues payable to me.

<table>
<thead>
<tr>
<th>Dues on account of</th>
<th>Name of the Nominee</th>
<th>Age</th>
<th>Relationship to the employee</th>
<th>Occupation</th>
<th>Address</th>
<th>Share for which nominated (in words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gratuity</td>
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<tr>
<td>Leave Encashment</td>
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<tr>
<td>Salary</td>
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<tr>
<td>Bonus</td>
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<td>OT Wages</td>
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<tr>
<td>Security Deposit</td>
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<tr>
<td>All other amounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As witness hereof my hand this_________ day of _______________201__

Signature of Employee

Witnesses:
1. Signature: 
   Name & Address: 
2. Signature: 
   Name & Address: 

For Office use:

**CERTIFICATE BY THE BANK**

Certified that the particulars of above nomination have been recorded in the Bank.

Verified by: ___________________________ (A.M. Estt.)

Counter Checked by: ________________________ (AGM – Estt.)

DY. GENERAL MANAGER (Estt.)
This bond of service is executed on this the _____ day of ___________ 2019 at ______________, by Sri / Ms.________________________ S/D/W/o ________________________, aged ______ years, Occ: ________________, R/o ________________, hereinafter called the “Employee”

In favour of

The Cooperative Central Bank Ltd., Srikakulam, having its registered office at G.T.Road, Srikakulam District, hereinafter called the “Bank”.

Whereas the Bank had issued notification dated 17.06.2019 calling for the applications from eligible candidates for appointment as Staff Assistant / Clerk in the Bank;

Whereas the Employee had applied for the post of Staff Assistant / Clerk and having qualified in the written examination and interview conducted subsequently, was selected for the said post of Staff Assistant / Clerk.

Whereas the Bank had issued an appointment order to the Employee vide proceedings No.Esst/HR Policy/DR/2019-20, date:29/10/2019 appointing the employee as Staff Assistant / Clerk.

And whereas in terms of the said appointment letter and as per clause No. 18 (or as modified) of the said notification inviting the applications, the Employee is required to execute a Service Bond undertaking to serve the Bank at least for a minimum period of 2 years continuously.

NOW THIS BOND OF SERVICE WITNESSETH AS FOLLOWS:

1. That the Employee hereby undertakes to serve the Bank for a period of 2 years continuously from the date of joining the service of the Bank.
2. That the Employee hereby undertakes not to leave the organization before the completion of the said period of 2 years.
3. That in case the Employees leaves the organization before the completion of the 2 years period of service from the date of joining the service in the Bank or discontinues the job for any reason or reasons whatsoever, the Employee hereby undertakes to compensate the Bank by paying an amount of Rs.1,50,000/- (Rupees One lakh fifty thousand only).
4. That the Employee hereby agrees that in case he fails to pay the compensation / amount hereby agreed to pay in the event of leaving the organization or discontinuing the service in the Bank, the Bank is free to take any legal action that the Bank may deem fit and appropriate to recover the said amount of Rs.1,50,000/- (Rupees One lakh fifty thousand only) and the Employee hereby agrees not to object for the action to be taken by the Bank against him.
This Service Bond is given under the free will and consent of the Employee and without any duress from the Bank.

In witness whereof, the Employee herein puts his/her hand unto this Bond on the date, month and year aforementioned in token of acceptance of the above terms and in the presence of the following witnesses:

Signature of the Employee

Name & Address:

Witnesses:

1. 

2. 
FORM -F

1. If the previous employment was under the Govt. of India State/an undertaking owned or controlled by the Govt./autonomous body/University/Local body.

   If you had left the service after giving a month’s notice under Rule 5 of the Central Civil Service (Temporary services) Rules, 1965, or any similar Corresponding rules, were any disciplinary proceedings framed against you? Or had you been called upon to explain your conduct in any matter at the time you gave notice or termination of service, or at a subsequent date before your services are actually terminated?

   By production of declaration with proof, necessary

2. 1).  a) Have you ever been arrested?  Yes/No

    b) Have you ever been prosecuted?  Yes/No

    c) Have you ever been kept under detention?  Yes/No

    d) Have you ever been bound down?  Yes/No

    e) Have you ever been fined by a Court of law?  Yes/No

    f) Have you ever been convicted by a Court of Law for any offence?  Yes/No

    g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution?  Yes/No

    h) Have you ever been debarred /disqualified by any public service commission from appearing at its Examination /Selection?  Yes/No

    i) Is any case pending against you in any Court of Law at the time of filling up this attestation form?  Yes/No

    j) Is any case pending against you in any university /or any other educational authority/institution at the time of filling up this attestation form?  Yes/No
3) If the answer to any of the above mentioned questions is “YES” give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment, etc., and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up the Declaration form.

Note: i) Please also see the WARNING at the top of this Declaration form.
ii) Specific answers to each of the questions should be given by striking “YES” or “NO” as the case may be

4. Names of two responsible person of your locality or two references to whom you are known.

1.

2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of the Candidate

Date:

Place:
FORM – G(1)

Identity Certificate

(Certificates to be signed by any one of the following)

a) Gazetted Officers of Central Government or State Government.

b) Sub Divisional Magistrate / MRO’s.

c) Principal/Headmaster of the recognized school/College.

d) Institution where the candidate studied last

e) Mandal Development Officer

Certified that I have known Sri/Smt./Kumari……………………………………………… For the last
…………………… years ……………………… Months and that to the best of my
knowledge and belief, the particulars furnished by his/her correct.

Signature : 

Name : 

Designation : 

Address : 

Seal :
FORM – G(2)

Conduct Certificate

(Certificates to be signed by any one of the following)

a) Gazetted Officers of Central Government or State Government.

b) Sub Divisional Magistrate / MRO’s.

c) Principal/Headmaster of the recognized school/College.

d) Institution where the candidate studied last

e) Mandal Development Officer

Certified that I have known Sri/Smt./Kumari………………………………………………
Son/Daughter of Sri…………………………………………………………………. For the last
……………………... years ………………………… Months and that to the best of my
knowledge and belief, the particulars furnished by his/her conduct ……………………

Signature : 

Name : 

Designation : 

Address : 

Seal :
FORM -H

Letter of Acceptance

Place:..................

Date:..................

To,
Chief Executive Officer,
Dist. Coop. Central Bank Ltd.,
Srikakulam

Respected Sir,

With reference to your Letter No………………………….. Dated………………….. I hereby accept the terms and conditions mentioned thereon, and shall report myself at ………………. branch /office on …………………

Yours faithfully,

Signature
FORM -I

Place: ..................

Date: ..................

To,
Chief Executive Officer,
Dist. Coop. Central Bank Ltd.,
Srikakulam

Respected Sir,

Sub: Appointment Order No.................. dated..................

*** *** **

In terms of your appointment order cited, I have reported for duty at
........................ Branch /Office on .........................(date) before office hours. This
is for your kind information.

Yours faithfully,

Signature

Full Name (in Block Letters)