HOW TO APPLY

(i) **Candidates are required to apply online through Bank's website www.barodagraminbank.com. No other means/ mode of application will be accepted**.

(ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for RRBs- CWE III conducted in September/October 2014) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.

(iii) Applicants are first required to go to the Bank's website **www.barodagraminbank.com** and click on the link "Recruitment".

(iv) Thereafter, open the Recruitment Notification.
- the candidate should take a printout of the fee payment challam form.
- Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- Candidates can pay application fees including postal charges in any of the branches of **Baroda Uttar Pradesh Gramin Bank** in the account number specified and printed on the payment Challan only.
- Go to the nearest **Baroda Uttar Pradesh Gramin Bank** Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in **CBS Account No. 56720200000072.**

(v) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly authenticated by the Bank with **(a) Branch Name & code No, (b) Transaction Id/Scroll number (c) Date of Deposit & amount** filled by the Branch Official.

(vi) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website **www.barodagraminbank.com - All the fields in the online Application format should be filled up carefully.**

(vii) Carefully fill in the details such as fee payment details from the CBS Challan in the Online Application Form.

(viii) Candidates cannot edit their application after submission.

(ix) **Original fee payment receipt i.e CBS challan will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan the candidate will not be allowed to appear in the Interview.** Candidates are also advised to keep a photocopy of the fee payment challan with them.

(x) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan) TO THE BANK AT THIS STAGE.**

(xi) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

(xii) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Interview** along with copies of required documents mentioned below:

1. Printout of the online application submitted.
2. 10th standard / 12th standard / Graduation examination Mark sheet in support of **local language** for posts of Office Assistants (Multipurpose)**.**
3. Attested copy of School leaving certificate or any other document as proof of age acceptable to the Bank.

4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof.
8. Any other relevant document

If selected for interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

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