

**TELANGANA GRAMEENA BANK  
HEAD OFFICE: HYDERABAD**

Personnel Dept.

Date: 14.11.2023

The list of provisionally selected candidates under **Reserve list Phase-3**, who appeared IBPS RRB CWE-XI examination for the post of Office Assistant (Multi Purpose) conducted by IBPS, Mumbai in August and September 2022 is displayed in our website from 14.11.2023.

The candidates are advised to report at the following address on the dates mentioned in the list along with the Original Certificates, Documents, ID proof etc., as mentioned in the model Provisional Selection letter which is enclosed.

**TELANGANA GRAMEENA BANK  
HEAD OFFICE  
H.NO. 2-1-520, II & III FLOOR  
VIJAYASRI SAI CELESTIA  
STREET NO.09, NALLAKUNTA  
SHANKERMUTT ROAD  
HYDERABAD-500 044**

All the Candidates shall be required to execute a surety bond agreeing to pay Rs.1,00,000/- (Rupees One lakh only) in the event of his/her Resignation from the Bank's service during the probation period. This is in addition to the provisions of Telangana Grameena Bank (officers and employees) service Regulations 2010, Chapter-II, Regulation No. 10.

The proformae of the following are also displayed.

1. Bio data
2. Antecedents/ Character Certificate
3. Medical Certificate.
4. Declaration to be submitted by the OBC candidates.
5. Declarations & undertakings to be submitted by the candidates.
6. Affidavit
7. Surety Bond

(For any queries, please contact Mr. Ramiseti Ramu, Ph No.9491042025 between 10 A.M. to 5 P.M.)

**Note: No individual Provisional selection letter will be sent to the candidates separately.**

Sd/-

**(T. CHANDRA SEKHAR)  
GENERAL MANAGER-I**

**TELANGANA GRAMEENA BANK  
HEAD OFFICE: HYDERABAD**

Date: 14.11.2023

**PROVISIONAL SELECTION LIST (RESERVE LIST PHASE-3) FOR THE POST OF OFFICE ASSISTANT WHO APPEARED FOR IBPS RRB CWE-XI HELD DURING AUGUST & OCTOBER 2022.**

SL NO.	DATE & TIME OF REPORTING	ROLL NO.	NAME OF THE CANDIDATE (Sri/Smt./Ms.)
1	<b>23<sup>rd</sup> November, 2023 (Thursday) 10:00 A.M.</b>	2553002022	BURGUPALLI BHARGAV
2		2543017144	DURGAM NISHITHA SAI
3		2543019987	SURYATEJA RAMPALLY
4		2543025110	AKULA AKHILESH
5		2543020288	MAVURI NAVEEN KUMAR
6		2543027394	MADOORI SWATHI
7		2543001969	DUSSA ANISH KUMAR
8		2543025409	KONDREDDY VIDYA REDDY

Date: 14.11.2023

Sd/-  
**GENERAL MANAGER-I**



# TELANGANA GRAMEENA BANK

(Sponsored by State Bank of India)

Head Office, # 2-1-520, 2<sup>nd</sup> Floor, Vijayasri Sai Celestia, Street No.9  
Shankermutt Road, Nallakunta, Hyderabad, Telangana. -500 044.

Website: [www.tgbhyd.in](http://www.tgbhyd.in)  
E-mail: [cmper@tgbhyd.in](mailto:cmper@tgbhyd.in)

Phone : 040-27600849  
FAX : 040-27662623

Lr.No.Gr-I/2023-24/

Date: 14.11.2023

Name & Roll No.:

Sir / Madam,

## **MODEL PROVISIONAL SELECTION LETTER**

We are pleased to inform that you have been provisionally selected for appointment for the post of **Office Assistant (Multi Purpose)** in our Bank, based on the CWE-XI held by IBPS, Mumbai.

1. Please note that **your appointment is subject to production of following original certificates at the time of your reporting on the date indicated herein:**

- a. Educational qualifications, experience, etc., certificates mentioned in your application, starting from 10<sup>th</sup> class.
  - b. Proper relieving certificate, No Objection Certificate from your present employer (in case you are presently employed).
  - c. Conversion certificate issued by the competent authority and a copy of the gazette notification for the change in your name, if any.
  - d. Relevant Caste certificate/ PWD certificate in original in the prescribed format issued by the competent authority in proof/ support of the claim for the category under which you have been provisionally selected.
  - e. Latest Community Nativity/ Residential Certificate issued by the Competent Revenue Authority.
  - f. Aadhaar Card & PAN Card Original.
  - g. Further, submission of certificates/letters, etc., if any, not produced at the time of interview (if applicable).
  - h. Two sets xerox copies of all the above documents duly attested by self.
  - i. Character certificate (2) from any two respectable persons (Ex. Teacher, Doctor, Police etc.) not related to you and Bio-data (**4 sets -Page Nos.4 to 8**) duly filled (not Xerox copies).
  - j. Undertakings & Declarations which are enclosed, to be submitted by the candidates.
  - k. FORM OF AFFIDAVIT and SURETY BOND are to be executed on a Non-Judicial Stamp paper or Franking stamp of value Rs.200/-.
  - l. Medical Fitness Certificate, as per proforma, obtained from **not below the rank of Assistant Civil Surgeon in Govt. Hospital** (All Diagnostic reports should be attached).
2. Please note that you are provisionally selected for appointment in the bank as an **Office Assistant (Multi Purpose)** relying on the particulars furnished by you in your application and other certificates / testimonials submitted. In case it is found that any of the particulars / certificates / testimonials furnished by you are found / proved to be false or incorrect at a later date, your provisional selection will be cancelled or if you are appointed by the Bank, you will be summarily dismissed **from the service and liable for any other action deemed fit by the Bank.**

You are advised to report to the undersigned on the date and time mentioned in the list along with original certificates / testimonials as mentioned above, at our Head Office.

Yours faithfully,

Sd/-

**GENERAL MANAGER-I**



**TELANGANA GRAMEENA BANK**  
**HEAD OFFICE :: HYDERABAD**

Please affix latest colour passport size Photograph and sign across the photo

**REVISED BIO-DATA CUM ATTESTATION FORM**

(THE CANDIDATE SHOULD PROPERLY FILL THE ATTESTATION FORM WITH HIS / HER OWN HAND WRITING)

1. (a) Name in full (capital letters only) with aliases, if any. Please indicate if you have added / dropped at any stage any part of your name / surname.

SURNAME \_\_\_\_\_

NAME \_\_\_\_\_

- (b) Designation of the candidate with category (Appointment by Direct recruitment / Ex-Servicemen quota / Compassionate ground) **Enclose supporting certified copies of the documents.**

(i) Designation \_\_\_\_\_ Category \_\_\_\_\_

(ii) Place of working \_\_\_\_\_

(iii) Date of Appointment \_\_\_\_\_ ID No \_\_\_\_\_

(iv)  Direct recruitment  Ex-serviceman  Compassionate

2. Details of addresses:

	a) Present	b) Permanent
House/Apartment/Flat No		
Name of Apartment		
Street & Road		
Village & Mandal		
City / District		
State .		
Pin Code .		

AADHAR NO. \_\_\_\_\_ PAN CARD NO. \_\_\_\_\_

Contact Phone Numbers

Mobile Number	Alternate Mobile No.	Land line with STD code

Email ID : \_\_\_\_\_

If originally a resident of Pakistan, the address in that Dominion and the date of migration to Indian Union. \_\_\_\_\_

3. Particulars of places where you have resided during the *preceding five years* from the date of filling up of Attestation form.

S.NO	From (Month/Year)	TO (Month/Year)	Residential Address in full (i.e., House / Apartment / Flat Number, Apartment / Street / Colony and Road, Village , Mandal and District / City)	Police Station and District
1.				
2.				
3.				
4.				
5.				

4. Father's details :

- a) Name in full with aliases, if any \_\_\_\_\_  
 b) Profession \_\_\_\_\_  
 c) If in service, give designation and official address. \_\_\_\_\_

- d) Present postal address (if dead, give last address)

House No.
Lane Name
Street & Road
Village/ Mandal Dist
State & PIN Code

- e) Permanent House address

House No.
Lane Name
Street & Road
Village/ Mandal Dist
State & PIN Code

5. Nationality of :

- (a) Father \_\_\_\_\_  
 (b) Mother \_\_\_\_\_  
 (c) Wife / Husband \_\_\_\_\_  
 (d) Place of birth of Wife / Husband \_\_\_\_\_

6. (a) Date of birth of the applicant \_\_\_\_\_

(b) Present Age \_\_\_\_\_

(c) Age at SSC / Matriculation \_\_\_\_\_

7. (a) Place of birth, District and State \_\_\_\_\_

(b) District and State to which \_\_\_\_\_  
you belong

8. (a) Religion \_\_\_\_\_

(b) Are you a member of Scheduled Caste / Scheduled Tribe / Other Backward Class?

Scheduled Caste	Scheduled Tribe	OBC
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Specify name of the caste \_\_\_\_\_

(c) If you are handicapped, please tick appropriate box:

OC

VI

HI

Percentage of Disability:

9. Educational Qualifications showing places of education with years in schools and colleges since 15th year of age (Please enclose certified copies of Study Certificates and indicate whether study is regular or distances / correspondence).

Course	Name and full address of the school/College (village / Mandal / District/City)	Date of entering (month & year)	Date of leaving (month & year) PG, etc)	Examination passed with (Group i.e., Inter / Degree/ Diploma/ PG)	Police Station and District
SSC /Matriculation					
Inter/ Diploma					
Graduation					
Post-Graduation					
Other Qualification					

**10.** If you have at any time been employed, give details. (Please enclose certified copies of the documents).

Designation of post held or description of work	Period		Full Address of the Office, Firm or Institution.	Resigned to the post? If so, please give details.	Have you been at any time dismissed / removed from
	From	TO			

**11.** Have you ever been arrested by the police, convicted by a Court of law or detained under any state / central Preventive detention laws for any offence? Whether such conviction sustained in the Court of Appeal or set a side by the Appellate Court if appealed against.

(**Note:** if detained, convicted, debarred etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the concerned Department or the authority to whom the Attestation Form has been sent earlier, as the case may be, failing which it will be deemed to be suppression of factual information). If the answer is 'Yes', the full particulars of the conviction, sentences and detention should be given.

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**12.** Name and complete address of two responsible persons of your locality to whom you are known or two references to whom you are known. (**Persons shall not be blood relatives**)

	Reference I	Reference II
Name of the reference		
House / Flat No		
Name of Apartment		
Street & Road		
Village & Mandal		
City / District		
State		
Pin Code		

**13.** Have you ever been member / worker of any Political Party or Communal organization / Youth / Student / Service / Labour ? If so furnish details.

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**DECLARATION SHOULD BE SIGNED BY THE CANDIDATE**

1. I hereby declare that the statements made in this form are true to the best of my knowledge and belief.
2. I am married / unmarried and have only one wife living (delete which is not applicable).
3. I am fully aware that furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render me unfit for employment under the Government.
4. I am also fully aware that if it comes to notice at any time during my service that false information has been furnished or that there has been suppression of factual information in the Attestation Form, my services would be liable to be terminated solely on this ground.

**Place:**

**Date:**

Right Thumb Impression

**Signature of the candidate**

**CERTIFICATE TO BE SIGNED BY A GAZETTED OFFICER OR MEMBER OF LEGISLATURE OR OTHER AUTHORITY AS PRESCRIBED BY THE APPOINTING AUTHORITY**

Certified that I have known Sri / Smt / Kum \_\_\_\_\_  
Son / Daughter / Wife of \_\_\_\_\_ for the  
last \_\_\_ years \_\_\_ months and to the best of my knowledge and belief, the particulars  
furnished by him / her are correct.

**Place:**

**Date :**

**(Signature)**

**Name & Designation with seal.**

**Photo of the candidate  
attested by Gazetted  
Officer MLA/  
Others with seal**

**ANNEXURE**  
**(CHARACTER CERTIFICATE)**

1. Name of the candidate : \_\_\_\_\_
2. Applied for the post of : \_\_\_\_\_
3. Is the candidate known to you : Yes / No
4. If so, kindly state the period : \_\_\_\_\_ Year \_\_\_\_\_ months
5. Whether to the best of your knowledge and information
  - a. The candidate has at any time taken active part in politics
  - b. He was ever arrested / prosecuted / kept under retention or convicted by court of law.
6. Is the family of the candidate is known to you :
7. Has any member of the candidate's family ever been arrested / kept / kept under detention or convicted by a court of law :
8. Are you aware of any circumstances which would render the candidate unsuitable for appointment in a banking institution ?
9. Is the candidate related to you :

I certify that the above information is correct to the best of my knowledge and belief and that Sri / Smt. / Ms. \_\_\_\_\_ S/o/D/o/W/o. \_\_\_\_\_ R/o. \_\_\_\_\_ bears a good moral character.

Place :	Signature:
Date :	Name :
	Occupation :
	Mobile No. :
	Postal Address:

**TELANGANA GRAMEENA BANK**  
**MEDICAL EXAMINATION REPORT**

(To be obtained from not below the rank of Assistant Civil Surgeon in Govt. Hospital)

**PART - I: PERSONAL STATEMENT OF THE CANDIDATE**

To be filled in by the candidate before presenting the form to the Medical Officer.

1. Name in full (Surname First) :
2. Category of Post :
3. Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
4. Date of Birth : 

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 DD 

--	--

 MM 

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 YYYY
5. Married/Single/Widow/Widower :
6. Personal History :
- a) Whether any time you have vomited blood or coffee colour or had bleeding from anus with stools or suffered with pain in Abdomen if so. What was the diagnosis of your doctor or suffered with prolong fever or jaundice etc. Give details if yes. : Yes/No
- b) Any history of cough with expectoration blood in sputum, breathlessness or chest pain with cough. Give details if yes. : Yes/No
- c) Any history of feeling heart beats chest pain associated with sweating, spell of fainting, breathlessness at rest or chest discomfort discoloration of lips or nails on exercise, joint pains, swelling of legs or breathlessness disturbing your sleep. : Yes/No
- d) Any history of passing blood or stones in the urine or burning during and after passing urine or difficulty in passing urine or any discharge after passing urine. : Yes/No
- e) Any history of fits (convulsions) or Paralysis of any part of the body (i.e. any limb or face) or deviation of mouth. : Yes/No
- f) Any history of allergy of skin or loss of sensation of any part of body or sense of hot and cold. Do you any time suffered with leprosy or discharge after urination. Ulcers or growths on private parts. Do you have more than one sex partners regular or occasional. : Yes/No
- g) Have you suffered from defects in hearing or eye sight. Give details : Yes/No

Contd.....

:: 2 ::

- h) Details of serious illness/injuries sustained by accident or otherwise. Give details : Yes/No
- i) Details of surgical operation undergone. : Yes/No
- j) Is there any other item in your medical history which you have not already mentioned : Yes/No

**7. FAMILY HISTORY:**

- i) Heart disease and blood pressure. If yes relationship. : Yes/No
- ii) Chronic Cough with expectoration with weight loss (Tuberculosis). If yes relationship : Yes/No
- iii) Kidney disease. If yes relationship : Yes/No
- iv) Cancer. If yes relationship : Yes/No
- v) Any other serious ailments. If yes relationship : Yes/No
- vi) Diabetes. If yes relationship : Yes/No

**8) FOR FEMALE CANDIDATES ONLY**

- i) Menstrual History (Monthly Periods) : Regular / Irregular
- ii) First date of last menstrual period :
- iii) Any evidence of Pregnancy : Yes / No

I hereby declare that the above statements are correct to the best of my knowledge and that any incorrect/suppressed information will render me liable for termination of my services in the Bank.

Place :

Date :

( \_\_\_\_\_ )  
SIGNATURE OF THE CANDIDATE

SIGNED IN MY PRESENCE

SIGNATURE OF THE MEDICAL EXAMINER

**NOTE:**

The candidate may please note that they would have no right to appeal against the decision of the Medical Examiner. If, however the Bank is satisfied on the basis of the evidence produced before it, of the possibility of an error of judgment in the decision of the Medical examiner, it is open to the Bank to allow an appeal to a Medical board which will be constituted by the Bank. Such evidence should however, be submitted by the candidate within one month of the date of communication in which the decision of the Medical Examiner is advised to him/her. If the setting up of the Medical Board is decided by the Bank the candidate will be called upon to deposit the expenses of medical board. If found medically fit by the board this deposit would be refunded to the candidate. It will otherwise be forfeited. The report of the Medical Board is final and will not be subject to review by any other special list Panel or Board.

**TELANGANA GRAMEENA BANK**  
**MEDICAL EXAMINATION REPORT**

Affix recent  
passport size  
photograph  
duly attested  
by Medical  
Examiner

**PART - II REPORT OF THE MEDICAL EXAMINER**

Name of the Candidate :

Category of the Post :

1. General Development : Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

a) Nutrition : Thin \_\_\_\_\_ Average \_\_\_\_\_ Obese \_\_\_\_\_

b) Best weight \_\_\_\_\_ Kg. When DD   MM   YYYY     Height \_\_\_\_\_ Cms.

c) Any recent change in weight : \_\_\_\_\_ Kgs. Weight: \_\_\_\_\_ Kgs.

d) Temperature : Normal/Raised

e) Girth of chest :

i) After full inspiration : \_\_\_\_\_ Cms

ii) After full expiration : \_\_\_\_\_ Cms

f) Identification Marks : ABM/Scar

: ABM/Scar

2. Skin: Any obvious disease : Yes/No

3. Ears: Inspection : Clear /Blocked

Hearing: Right Ear : Normal/Defective

Left Ear : Normal/Defective

4. Glands Normal/Enlarged : Thyroid Normal/Enlarged

5. Conditions of Teeth : All healthy & Intact + missing cavity

6. Respiratory System : Normal/Abnormal

Does physical examination reveal : Yes/No  
anything abnormal in the  
respiratory organs ?  
If yes, explain fully

**7. CIRCULATORY SYSTEM**

a) Heart : Any organic lesions : Yes/No

Pulse Rate \_\_\_\_\_Pmt

b) Blood Pressure : Systolic : \_\_\_\_\_mm of Hg

Diastolic : \_\_\_\_\_

- 8). ABDOMEN : Girth \_\_\_\_Cms Tenderness Present/Absent  
Hernia \_\_\_\_\_
- a) Palpable : Liver \_\_\_\_\_ Spleen \_\_\_\_\_  
Kidney \_\_\_\_\_ Tumors \_\_\_\_\_
- b) Hemorrhoids : \_\_\_\_\_ Fistula \_\_\_\_\_
9. NERVOUS SYSTEM: Indication of nervous or mental disabilities : Yes/No
10. Loco-Motor System: Any abnormality : Yes/No
11. Genito Urinary System: Any evidence of hydrocele varicocele etc. \_\_\_\_\_  
: Yes/No
- a) Physical appearance : CLEAR / HAZY
- b) Albumin : ABSENT / PRESENT
- c) Sugar : ABSENT / PRESENT }Report Enclosed
- d) Casts : ABSENT / PRESENT
- e) Cells : WNL / ABNORMAL
12. Report of X-Ray Examination of Chest : Enclosed - NORMAL / ABNORMAL
13. Report of the Blood Examination/HIV Test : Enclosed - NORMAL / ABNORMAL
14. Report of Full Abdomen Ultrasound Test : Enclosed - NORMAL / ABNORMAL
15. Is there anything in the health of the candidate likely to render him / her unfit for the efficient discharge of his/her duties in the services for which he/she is a candidate? : Yes / No
16. Findings :
- The Medical Examiner should record the findings under one of the following categories.
- i) FIT :
- ii) UNFIT on account of :

**NOTE:**

Female candidates while undergoing medical tests, if Pregnancy is detected; they are to be found TEMPORARILY UNFIT by the Civil Surgeon. Such candidates will be considered for Appointment after delivery and on production of a 'Fitness certificate' from the Civil Surgeon. The posts will be kept as vacant

and unfilled till such time. (To avail this facility, the pregnant candidates have to give a request letter in writing along with the Medical certificate from the Surgeon and obtain permission from the Competent Authority).

SIGNATURE OF THE MEDICAL EXAMINER.

PLACE: NAME :  
DATE: DESIGNATION :

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\*Such candidate will be advised to contact the Bank for fresh medical examination after three months of confinement.

**REPORT BY THE OPHTHALMOLOGIST: (To be obtained from not below the rank of Assistant Civil Surgeon in Govt. Hospital)**

i) Name of the patient :

ii) Category of the post :

Acuity of Vision	Naked Glasses	With Glasses	Strength of Glasses		
			Sph	Cyl	Axis
Distant Vision R.E. L.E.					
Near Vision R.E. L.E.					
Hypermetropia (Manifest) R.E. L.E.					

- 1) Any disease of the eyes :  
2) Night blindness :  
3) Defect in colour vision :  
4) Field vision :  
5) Visual acuity :  
6) Fundus examination :

PLACE :  
DATE :

SIGNATURE OF THE  
OPHTHALMOLOGIST  
WITH SEAL.

**DECLARATION TO BE SUBMITTED BY THE OTHER BACKWARD CLASSES  
CANDIDATES SEEKING RESERVATION AS OBC**

I \_\_\_\_\_ Son/daughter of  
Shri \_\_\_\_\_ Resident of village/  
town/city \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ Community which is recognised as a  
backward class by the Government of India for the purpose of reservation in services as per  
orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-  
Estt.(SCT) dated 08.09.1993. It is also declared that as on 09.11.2020, I do not belong to persons  
/ sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office  
Memorandum dated 08.09.1993.

Place:

Dated (Signature of the candidate)

Place : HYDERABAD

Date :

The General Manager-I,  
Telangana Grameena Bank  
Head Office, Nallakunta  
HYDERABAD.

Sir/Madam,

UNDERTAKING

I hereby undertake that I shall join the services of the Telangana Grameena Bank as an \_\_\_\_\_(post) and shall continue to serve the Bank. I shall not be entitled to apply for or to accept the offer of any other appointment or appointments, while I am in the service of the Bank, without the knowledge and permission of the Bank and the Bank may withhold the permission without assigning any reason.

Yours faithfully,

Signature:

Name:

Roll No.:

Place : HYDERABAD

Date :

The General Manager-I,  
Telangana Grameena Bank  
Head Office, Nallakunta  
HYDERABAD.

Sir/Madam,

UNDERTAKING

I, \_\_\_\_\_ S/o / D /o W/o\_\_\_\_\_ joined as an  
\_\_\_\_\_(post) agree to abide by the bank's Information System Security policy. I  
undertake to,

- i) Keep all relevant data of the bank as confidential
- ii) Access only the relevant data that is required for the job
- iii) Follow the acceptable usage policy of the bank
- iv) Perform the responsibilities and comply with the requirements specified in  
the Bank policies.

I understand the importance of information and agree to take all reasonable precautions, to protect the information assets of the bank. I also understand that non-compliance with Bank policies can lead to disciplinary action.

Signature :

Name :

**TELANGANA GRAMEENA BANK**  
**HEAD OFFICE: HYDERABAD**

Declaration to be bound by the Staff Service Regulations:

Place : Hyderabad

Date :

I, hereby declare that I have read and understood the Deccan (now Telangana) Grameena Bank Officers and employees Service regulations, and I hereby subscribe and agree to be bound by the said regulations :

- Name in full : \_\_\_\_\_
- Nature of appointment : \_\_\_\_\_
- Date of appointment : \_\_\_\_\_
- Signature : \_\_\_\_\_
- Witness : \_\_\_\_\_
- Date : \_\_\_\_\_

**SCHEDULE-I**

(See regulation 5(4) (ii))

**DECLARATION OF MARITAL STATUS**

I, Sri /Smt./Kum\_\_\_\_\_ S/o / W/o / D/o.\_\_\_\_\_

declare as under:

- (i) That I am unmarried/ a widower/ a widow
- (ii) That I am married and have only one spouse living.
- (iii) That I have entered into or contracted a marriage with a person having a spouse living. I may be granted exemption on the basis of ground given below. Application for grant of exemption is enclosed.

**Ground :**

2. I, solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from services.

Signature: \_\_\_\_\_

Date :

**SCHEDULE - II**

(See regulation 19)

**DECLARATION OF FIDELITY & SECRECY**

I, \_\_\_\_\_, do hereby declare that I will faithfully truly and to the best of my skill and ability execute and perform the duties required of me as an Officer or Employee of the TELANGANA GRAMEENA BANK and which properly relate the office or position held by me in the said Bank.

2. I further declare that I will not divulge or allow to be divulged to any person not legally entitled thereto any information relating to the affairs of the said Bank or to the affairs of any person having any dealing with the said Bank and nor will I allow any such person to inspect or have access to any books or documents or electronic records belonging to, or in possession of the said Bank and relating to the business of said bank or the business of any person having any dealings with the said Bank.

Signed before me, Signature :  
Name in Full :  
Designation :

Signature :

Name in full:

Designation :

Place :

Date :

**SCHEDULE- III**  
(See Regulation 73)

**DECLARATION OF DOMICILE**

Place:

Date :

I, the undersigned, having been appointed in the service of the Telangana Grameena Bank hereby declare \_\_\_\_\_ (Place) \_\_\_\_\_ (Mandal) in \_\_\_\_\_ (district) as my place of domicile.

1. \* The above is my place of birth

or

\* The above is not my place of birth. My place of birth is \_\_\_\_\_ (place) \_\_\_\_\_ (Mandal) in \_\_\_\_\_ (district) but \_\_\_\_\_ (place) has been declared as my place of domicile for the reasons given below.

\_\_\_\_\_  
\_\_\_\_\_

Signature

Name in full : \_\_\_\_\_

Designation : \_\_\_\_\_

Nature of appointment : \_\_\_\_\_

Date of appointment : \_\_\_\_\_

\* Strike whichever is not applicable

**FORM OF AFFIDAVIT**

I, \_\_\_\_\_ S/o \_\_\_\_\_, aged about \_\_\_\_\_ years, belonging to \_\_\_\_\_ category, \_\_\_\_\_ religion, \_\_\_\_\_ country, R/o. \_\_\_\_\_ do hereby solemnly state on oath as follows:

1. That I am competent to give this affidavit. That I undertake to abide by the Rules and Regulations of the Bank.
2. That I am residing at the above mentioned address for last \_\_\_\_\_ years. I declare that there were no civil or criminal cases pending against me in any police station within the jurisdiction of any State or Central Court/Courts of Law.
3. That I passed the \_\_\_\_\_ qualifying examination (graduation) in the month and year \_\_\_\_\_.
4. Further, I declare that I have never been convicted for any dowry offence under the Dowry Prohibition Act, 1961 or any criminal offence under any other law/released under the Probation of Offenders Act, 1958. In case the particulars furnished by me are found to be false or not true and/or suppression of material facts revealed at any later date my services are liable to be terminated.
5. I certify that the particulars furnished above are true, correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which might impair my fitness for employment in the Bank. I am willing to serve anywhere in the area of operation of the Bank from time to time.

Deponent

Solemnly affirmed and signed before me on this the \_\_\_\_ day, \_\_\_\_\_ month, 2023 at \_\_\_\_\_.

Notary

(Signature with seal)

## DECLARATION

I Mr./Ms./Mrs. \_\_\_\_\_ S/o./D/o./W/o.  
\_\_\_\_\_ Prob. Officer/ Office Assistant (Multipurpose) hereby

declare that

1. I have not resorted to any unfair practices in the written test conducted by IBPS for the above post.
2. The Certificates of my Educational Qualifications submitted to the Bank are genuine.
3. The Caste Certificate produced by me is genuine and issued by the competent authority.
4. I submit that there are no criminal cases against me

5. I further declare that

A) I was previously employed in \_\_\_\_\_ organization as \_\_\_\_\_ (cadre) from \_\_\_\_\_ and relieved from the said organization on \_\_\_\_\_. I am herewith enclosing the original relieving letter and experience certificate.

B) I hereby declare that I am not employed anywhere as on date.

C) I hereby declare that I do not have any self employment / I have wound up my Self employment unit.

I submit that the above information is true and correct to the best of my knowledge and belief and if any information furnished above is false, I am liable for disciplinary action /any appropriate action that will be initiated by the bank and Bank may forfeit my selection/appointment to the above post in the Bank.

Place:  
Date:

Signature of the Candidate  
Name:  
Address:

## SURETY BOND

This Surety Bond is executed by Sri/Smt./Kum. \_\_\_\_\_  
S/o.W/o.D/o. \_\_\_\_\_, aged \_\_\_\_\_ years, R/o \_\_\_\_\_  
\_\_\_\_\_ hereinafter called surety No.1; and  
Sri/Smt./Kum. \_\_\_\_\_, S/o.W/o.D/o. \_\_\_\_\_  
aged \_\_\_\_\_ years, R/o \_\_\_\_\_, hereinafter called Surety No.2.

### IN FAVOUR OF

Telangana Grameena Bank, with its Head Office at Hyderabad, Telangana State represented by its Chairman, hereinafter called the Employer Bank in the following terms.

WHEREAS, the Surety No. 1 herein above was Selected and appointed as Office Assistant (Multi Purpose) vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the bank indicating certain terms and conditions and the Surety No. 1 having received the same has accepted the terms and conditions of appointment mentioned herein;

WHEREAS, the Surety No.1 in fulfillment of the conditions of his appointment as Office Assistant (Multi Purpose)I has accepted the condition that he shall not leave the service of the Employer Bank during the period of probation of one year or such other extended period of probation as may be made by the employer bank at its discretion.

WHEREAS, the Surety No. 1 in pursuance of such agreement to continue in the service of the bank on probation for the term stipulated, has further agreed to execute a surety bond by himself being Surety No. 1 and another independent surety being Surety No. 2 for a sum of Rs. 1,00,000/- (Rupees One Lakh only) in favour of the employer bank;

WHEREAS, the above named Surety No. 1 and 2 hereby execute the surety bond on the following terms:

SURETY NO.1  
(Name & Signature)

SURETY NO.2  
(Name & Signature)

:2:

1. That Surety No. 1 undertakes to bind himself in terms of the above mentioned appointment letter to continue in the service of the employer bank during the said period of probation of one year which may be extended by such other period as decided by the employer bank.
2. That, the Surety No. 1 undertakes that, in the event of his deciding to leave the service of the employer bank voluntarily by resigning from the service on any ground whatsoever, including joining the service of any other organization during the period of such probation period, undertakes to pay a sum of Rs. 1,00,000/- (Rs. One Lakh only) towards liquidated damages to the employer bank.
3. That, the Surety No. 1 further undertakes that the said amount of liquidated damages as agreed to be paid, shall be payable to the employer bank after obtaining due permission from the Chairman of the Bank for leaving the services by showing appropriate reasons and by making the payment of the above said amount of liquidated damages.
4. That, the Surety No. 1 hereby agrees and binds himself to the extent that during the period of probation in the service of the employer bank, he shall not apply for any job in any other organization without obtaining prior permission from the employer bank.
5. That, the Surety No. 1 hereby undertakes to be abide by the Telangana Grameena Bank (Officers & Employees) Service Regulations, 2010 and such other rules and regulations of the Employer Bank as are applicable to all the employees of the bank and as amended from time to time.
6. That, the employer bank in the event of receiving any such request in writing from the Surety No. 1 seeking permission to leave the employment of the bank, by paying the amount of Rs.1,00,000/- (Rs. One Lakh only) towards liquidated damages will issue a No Objection Certificate along with the relieving letter upon being satisfied of fulfillment of all the conditions stipulated here in above by Surety No.1.

SURETY NO.1  
(Name & Signature)

SURETY NO.2  
(Name & Signature)

:3:

7. That, the employer bank will be at liberty to terminate the probation of the Surety No.1 thereby removing him from the service of the bank during the period of probation by giving one month notice or payment in lieu thereof, by invoking Regulation of 9(2)(a) of Telangana Grameena Bank (Officers & Employees) Service Regulations 2010. In such an event of termination of the probation, the Surety No.1 shall not be entitled to any compensation or whatsoever except for the notice pay as stipulated above in lieu of one month notice.
8. That, the Surety No.1 hereby undertakes to fulfill all his obligations towards the employer bank in the event of his deciding to leave the service of the bank during the period of probation/extended period of probation as stated above before being relieved from the service of the employer bank.
9. That, the Surety No.2 herein above binds himself to the employer bank with regard to the payment of the amount of Rs.1,00,000/- (Rs. One Lakh only) towards liquidated damages in case of failure of Surety No. 1 for making such payment in the event of his voluntarily abandoning, discontinuing or leaving the service of the bank during the period of probation for any reason whatsoever.
10. That, the Surety No. 1 and 2 herein above do hereby jointly and severally undertake the liability of the payment of liquidated damages of Rs.1,00,000/- (Rs. One Lakh only) in the event of Surety No. 1 leaving the services of the employer bank voluntarily or by abandoning the job during the bond period as stipulated above.

The parties herein above sign and execute this Surety Bond on their own free will and volition in the presence of the following witnesses, whose names are subscribed hereunder on this the \_\_\_\_\_ day of \_\_\_\_\_ 2023 at Hyderabad.

SURETY NO.1  
(Name & Signature)

SURETY NO.2  
(Name & Signature)

WITNESS: (Name & Signature)

1)

2)

**TELANGANA GRAMEENA BANK  
HEAD OFFICE ; HYDERABAD.**

PLACE : HYDERABAD.

Date : \_\_\_\_\_

To  
Chairman  
Telangana Grameena Bank  
Head Office  
HYDERABAD.

**UNDERTAKING**

I undertake that I shall discharge my duties upon posting to branch/ Office situated anywhere in the jurisdiction of the Bank.

2. I declare that I will not bring outside influence for Postings/Transfer/Disciplinary matters/ Appointments and other matters. In the event of failing to do so, I may be liable for action under the Regulation No.35 of Deccan (now Telangana) Grameena Bank Staff Service Regulations, 2010.

Yours faithfully,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Post : \_\_\_\_\_

Roll No. : . \_\_\_\_\_

**TELANGANA GRAMEENA BANK  
HEAD OFFICE ; HYDERABAD.**

Date:

**DECLARATION**

I, the undersigned hereby declare that the following are my family members who are wholly dependant on me and their Annual income is mentioned against their names;

SI No.	Name Sri/Smt./Ms.	Age	Relation-ship	Occupation	Annual Income (in Rs.)	PAN No.	AADHAR No.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Post : \_\_\_\_\_

Roll No. : . \_\_\_\_\_