**AGREEMENT OF SERVICES**

This Agreement made at Jammu this …….. day of …….. 2022 between J & K Grameen Bank, a body corporate constituted under the Regional Rural Bank Act, 1976 (21 of 1976) and Gazette Notification dated 30.06.2009 issued by the Government of India, Ministry of Finance, Department of Economic Affairs (Banking Division) having its Head Office at Narwal, Jammu, hereinafter referred to as the ‘Bank’ of the first part

And

Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ particulars of whose identity and photograph are given in the identity form, attached hereto (hereinafter called the employee) of second part.

Whereas on the application of the employee the Bank has agreed to take the employee Sh./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ into its service on the terms and conditions hereinafter mentioned and subject to the general rules and regulations of the Bank.

Now, this agreement witnessth as under:-

1. **COMMENCEMENT**:

This agreement shall commence from the date on which the employee assumes charge of his/her duties whichever is earlier, and shall remain in force until it is duly terminated.

1. **REMUNERATION**:

The employee will receive such salary and allowances as may be fixed for him/her from time to time by the Bank generally or specifically.

1. **DUTIES**:
	1. The employee will attend office regularly during the working hours as fixed by the Bank and perform the duties entrusted to him/her, sincerely, faithfully and honestly. He/She further agrees to work beyond the working hours whenever called upon to do so by his/her superior officers, if the situation demands.
	2. The bank shall have the right to allot any duties to the employee for which he/she may be considered fit and competent and shall have the right to transfer him/her to any branch of the bank or to send him/her to any other place, where the interest of the bank and business may need his/her services.
	3. The employee shall not either during the continuance of his/her employment hereunder, or thereafter, except in the course of his/her duties as such employee, or under any law for the time being in force, divulge to any person whatsoever, and shall use his/her best endeavour to prevent the publication or disclosure of any information as to the practices, business dealing or affairs of any of its customers with the Bank or any other matter which may come to his/her knowledge by reason of his/her employment under this agreement.
	4. That the employee shall devote the whole of his/her time, attention and abilities, etc., to the business of the Bank and shall obey all orders issued from time to time or given to him/her by his/her superior officers in all respects, and conform to and comply with the directions given and regulations made by the Bank and shall diligently and faithfully serve the Bank and use his/her utmost endeavour to promote its interests.

*Page 1 of 4*

* 1. That the employee shall be a whole time employee of the Bank and shall not; so long he/she holds any office in the Bank, engage either directly or indirectly in any employment, business, trade or speculation of any kind.
1. **TERMINATION**:
2. a) No Officer or employee shall leave or discontinue his service in the Bank without first giving notice in writing to the Appointing Authority of his intention to leave or discontinue his service or resign.
	1. The period of notice required shall be,-

      (i) three months, in the case of confirmed officer or confirmed employee,

 (ii) one month, in the case of officer or employee who is on probation.

* 1. In case of breach by an official of Sub-Clause (1) (b) above, he shall be liable to pay the Bank as compensation, a sum equal to his pay for the period of notice required of him.
1. Notwithstanding anything to the contrary contained in Sub-Clause (1) above, an employee against whom disciplinary proceedings are pending, shall not leave, discontinue or resign from his/her service in the Bank without the prior approval in writing of the Appointing Authority and any notice of resignation given by such employee before or during the disciplinary proceedings shall not take effect unless it is accepted by the Competent Authority.

***Explanation****:*

Disciplinary proceedings shall be deemed to be pending against an employee for the purpose of this Clause, if he/she has been placed under suspension or any notice has been issued to him/her to show cause why disciplinary proceedings should not be instituted against him/her until final orders are passed by the Competent Authority.

1. a) The Bank will be entitled to dispense with the employee’s services after giving one months’ notice and if the Bank dispenses with the services of the employee without such notice, the employee will be entitled in lieu thereof of one month’s substantive salary payable to him/her.
	1. If an employee remains absent from duty without getting his/her leave sanctioned or is habitually unpunctual in attendance or is negligent/nasty to the Bank and commits breach of any of the terms and conditions of this agreement, the Bank shall have the right to terminate his/her service without notice and salary of one month in lieu thereof.
2. **LEAVE ETC**. The employee undertakes to be bound by all rules and regulations in force from time to time in all matters including promotion, transfer, traveling and other allowances, leave, security, provident Fund etc. In case the employee fails to join place of his posting under the rules, he shall make himself liable for gross misconduct and during probation his services can be terminated.
3. **SECURITY**:
	* 1. The employee shall give such security as the Board of Directors or the Chairman or any other competent authority of the Bank appointed in this behalf may determine from time to time, for due performance of this agreement and for recoupment of any loss caused to the Bank due to his/her negligence, misconduct, fraud or violation of any terms of this agreement.

*Page 2 of 4*

* + 1. That the Bank shall have a first lien on all dues of the employee including security as well as salary and other benefits and the Bank shall have the right to recover all losses suffered by it through fraud, negligence or misconduct of the employee from such dues.
		2. The security offered by the employee shall remain under the control of the Bank during the entire period of service of the employee with the Bank and till the settlement of all claims of the Bank for loss of damage, if any, caused on account of breach of any of the terms and conditions of the agreement by the employee.
		3. Subject to the rights of the Bank reserved under clause (b) and (c) above the security held shall become refundable to the employee on the expiry of 90 days after termination of his/her service.
		4. If the Bank suffers any loss on account of non-compliance of any of the conditions of this agreement or on account of any act or omission of the employee or by reason of negligence, fraud, misconduct or dishonesty in the discharge of his/her duties, the Bank shall be entitled to recover the loss from the cash security of the employee and to recover the deficiency, if any, from his/her person and other property.
1. **DURATION OF AGREEMENT**: This agreement shall remain in force as long as the employee continues in the service of the Bank notwithstanding any change in his/her designation, status, salary or the duties and responsibilities entrusted to him/her.
2. **SUSPENSION:**

The employee on his/her dismissal from service for misconduct shall not be entitled to any emolument for the period of his/her suspension except by way of subsistence allowance allowed as per service regulations.

1. **DISABILITY OF EMPLOYEE**:

After the termination of his/her employment for any reason whatsoever the employee will not at any time or for any purpose, use the name of the Bank in connection with his/her name or any other name in any way calculated to suggest that he/she is or has been connected with the Bank business nor in any way holds himself/herself out as having or having had any such connection with any customer of the Bank which he/she may have acquired in the course of or as incident to this employment hereunder for his/her own benefit or to the determent or intended or probable determent of the Bank.

1. On the termination of his/her services for whatever cause, the employee shall surrender to the Bank complete charge of all articles assets, books of the Bank, keys and all other things on which he/she may have control or be in his/her charge and shall also surrender documents papers, etc. over which he/she may have any dominion while as an employee of the Bank.

*Page 3 of 4*

1. In case the employee is covered by any Award/Settlement in force from time to time, any terms in this agreement against the provisions of such Award shall not be binding on the employee during the operation of the Award. But where the award is silent the clauses here in above will apply.

IN WITNESS WHEREOF the parties hereto have set their hands in the presence of witnesses.

WITNESSES:

1………………………….

…………………………… Signature of the Employee

2………………………….

……………………………

 For and on behalf of J & K Grameen Bank

 General Manager, Head Office, Jammu

*Page 4 of 4*

 **HUMAN RESOURCE DEVELOPMENT DEPARTMENT, HEAD OFFICE JAMMU**

***Engendering Empowerment***

|  |
| --- |
| Affix passport size photograph duly attested by a Gazetted Officer.  |

**IDENTITY FORM**

* 1. Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Academic & Vocational Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* 1. Father’s Name and Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* 1. Caste: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Complete Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* 1. Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* 1. Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Height:
	3. Mark of Identification:
		+ 1. Colour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Built: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Relationship with any employee or Director of the Bank (give names and relationship in vernacular)
	5. Date of Appointment with pay:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	6. Date of signed photograph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	7. Left hand thumb impression:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	8. Signature of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	9. Initial of the employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

 Place: Signature and Designation of the Attesting Officer

**On stamp paper of Rs. 500/- (EMPLOYEE AND SURETY HAVE TO MANDATORILY SIGN ON EVERY PAGE)**

**INDEMNITY BOND WITH SURETY**

This Indemnity is made and executed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_2022 by Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/0/D/O/W/O Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a permanent resident of (full address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ herein called “Employee”, the party of the first part, AND Shri \_\_\_\_\_\_\_\_\_\_\_\_ S/O Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a permanent resident of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter called “Surety”, the party of the second part, in favour of J & K Grameen Bank, a body corporate constituted under the Regional Rural Bank Act, 1976 (21 of 1976) and Gazette Notification dated 30.06.2009 issued by the Government of India, Ministry of Finance, Department of Economic Affairs (Banking Division) having its Head Office at Jammu hereinafter called “Employer Bank”.

The terms ‘Employee’, ‘Surety’ and the ‘Employer Bank’ unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors and administrators.

WHEREAS the Employee has been selected for appointment as Office Assistant (Multipurpose) in the service of the Employer Bank and has been offered the job of Office Assistant.

WHEREAS an Offer of Appointment containing the terms and conditions of the appointment has already been issued to the Employee vide letter No. JKGB/HO/HRDD/RECT/2021-22-\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_ of the Employer Bank.

WHEREAS the acceptance of the terms and conditions of the appointment has also been communicated to the Employer Bank on \_\_\_\_\_\_\_\_\_\_by the said Employee.

WHEREAS one of the terms and conditions of the appointment is that the Employee has to serve the Employer Bank i.e. J&K Grameen Bank for minimum period of ***Two Years*** after appointment, has to execute an Indemnity Bond with surety in favour of Employer Bank unless bank decides to terminate the services under rules or under terms of appointment.

NOW THIS INDENTURE WITNESSETH as under:

1. Incompliance of the aforesaid condition in Offer of Appointment subject to which the Employer Bank has agreed to appoint the Employee, the Employee hereby undertakes to serve the Employer Bank for a minimum period of ***Two Years***.
2. The party of the second part i.e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agrees to stand as Surety for the due performance of the obligation of the Employee under this agreement of Indemnity. In case of breach of the terms of this Indemnity by the Employee and failure to indemnify the Bank, the surety shall be jointly and severally liable to pay the amount of Rs 1,00,000/- (Rupees One Lac only) to Employer Bank immediately on demand.

*Page 1 of 2*

1. The Employee further agrees and undertakes that in case he / she commits breach of the above condition/s and resigns from or leaves/ abandons the service and / or neglects in performance of the duty assigned to him leading to termination of his / her service as per rules / regulations by the Employer Bank for all losses, costs, charges and expenses, he will have to pay the bank an amount of Rs 1,00,000/- (Rupees One lac only) with interest thereon @ 12% per annum from the date of breach of the above till payment as liquidated damages /cost of training including on the job training, the employee at his / her place, and also on account of business loss suffered / to be suffered by Employer Bank during intervening period. The employee and surety agree that assessment of such loss as incurred by Employer Bank’s which is reasonable, which they both agree to pay jointly and severally in case demand is made by the Employer Bank.

Notwithstanding anything contained herein above, furnishing of this Indemnity will not create any additional/special right in favour of the Employee to continue in the service of Employer Bank for the aforesaid term of ***Two Years*** and the employer Bank shall always have the right to take appropriate action against the Employees as per terms of the appointment letter and / or the rules and regulations of the employer Bank as applicable and are in force in case of commission of any misconduct by the Employee.

1. The amount specified above shall constitute a debt owing to the Employer Bank and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate specified above till payment.

IN WITNESS whereof, the EMPLOYEE and the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents /terms of this Agreement.

Signed and delivered by the Party of the second part i.e. the surety having read and understood the contents / terms of the Agreement.

1. WITNESS EMPLOYEE SIGNATURE

 NAME & ADDRESS NAME & ADDRESS

1. WITNESS SURETY SIGNATURE

 NAME & ADDRESS NAME & ADDRESS

*Page 2 of 2*

**Declaration of Fidelity and Secrecy**

Date……………… Place……………..

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 **Office Assistant (Multipurpose)** of the J & K Grameen Bank, Head Office, Jammu and which properly relate the office or position held by me in the said Bank.

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 the said Bank or the business of any person having any dealing with the said Bank.

 Signature

 Name in Full: ………………..

 Designation: …………………...

Signed before me.

Signature

(Office / Branch Official)

Name in Full: …………………..

Designation: …………………...

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Declaration of Marital status to be obtained from every official on first appointment.**

1. I. Mr./Ms……………………… S/O.W/O.D/O ……………………… declare as under:
	1. That I am unmarried/a widower/widow.
	2. That I am married and have only one spouse living.
	3. That I have entered into or contracted a marriage with a person having spouse living. I may be granted exemption on the basis of ground given below. Application for grant of exemption is enclosed.

Ground:

1. 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 service.

 Signature Name: ………………………..

 S/O.W/O.D/O………………….

 Address ……………………..

Date: ……………………

**Declaration of Domicile**

Place……………….

Date………………..

1. I, the undersigned, having been appointed in the service of J & K Grameen Bank, hereby declare……………. (Place) 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) 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……………….

# J & K GRAMEEN BANK

|  |
| --- |
| Affix passport size photograph duly attested by a Gazetted Officer. |

## BIODATA / DECLARATION-FORM

The 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 unfit for the appointment in the Bank. In the event 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/her services would be liable to be terminated.

 SURNAME NAME

1. **Name in full (in Block Letters) 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, Police Station and District Or House No., Lane/ Street/Road and

Town). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (a) Home address in full (i.e. Village, Police Station and District Or

House No, Lane/Street/ Road, Town and name of the Distt. H.O.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (b) If originally a resident of Country other than India, the address in that country and the date of migration to Indian Union.

1. Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years:-

From To Residential address in full Name of the Distt H.Q. of the place

(i.e. Village, Police Station and Distt. Or House No. Lane/Street/Road and Town mentioned in the

 preceding Column)

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

1. 1 (a) Father’s Name in full with alias, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	* + 1. Present postal address (if dead, give last address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Permanent Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			3. Profession: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			4. If in service, give designation and official address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2 (a) Husband’s name in full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. Profession: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Designation and office address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Page 1 of 3*

1. Nationality of

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Husband/Wife: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Exact date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age at Matriculation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (a) Place of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	* + 1. Distt. and State in which situated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Distt. and State to which you belong:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. (a) Your Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (b) Are you a member of Scheduled Caste/Scheduled Tribe? Yes No

If yes, state the name thereof:

1. Educational qualifications showing place of education with years in schools and colleges starting with Matriculation:

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

Name of School/College Date of entering Date of leaving Examination Passed Year of Passing with full address

3. If you have, at any time, been employed, give details:

 Designation of post held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full address of the Reason for

 Or description of work From To Office, firm or Institution leaving job

1. 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 examination selections or debarred from taking any examination or restricted by authority/institution?

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

*Page 2 of 3*

1. Have you ever been convicted or any offences committed against woman, including conviction for dowry offences under the Dowry Prohibition Act, 1961, or under Section 304 B of IPC?

If answer is 'Yes' full particulars of the case, detention, fine, conviction, sentences, 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 matter they decide to do so inclusive of police enquiry into my antecedents.

SIGNATURE OF CANDIDATE

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Page 3 of 3*

 **HUMAN RESOURCE DEVELOPMENT DEPARTMENT, HEAD OFFICE JAMMU**

***Engendering Empowerment***

 **APPLICATION FOR IDENTITY CARD**

AFFIX YOUR RECENT COLOURED PASSPORT SIZE PHOTOGRAPH

 **(PLEASE FILL WITH BLACK INK ONLY)**

1. **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **CODE NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **CORRESPONDENCE ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PERMANENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PHONE NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **EMAIL ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **DATE OF RETIREMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **BLOOD GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **PRESENTLY POSTED AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPECIMEN SIGNATURES:**

**A)**

**B)**

**PHYSICAL FITNESS CERTIFICATE**

(To be obtained only from Medical Officer not below the rank of Assistant surgeon of Govt. Medical services. Medical Certificate issued by private medical practitioners will not be accepted.)

I do hereby certify that I have examined Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

S/o D/o W/o Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Age\_\_\_\_\_ years, R/o\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; a candidate for employment in J&K Grameen Bank and he / she is not suffering from any disease (communicable or otherwise), constitutional weakness or physical or mental infirmity. The age according to his / her statement is \_\_\_\_ years and by appearance is about \_\_\_\_\_\_ years.

I also certify that he/she has marks of small pox/Vaccination.

Identification Marks: 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Photograph of the candidate(to be attested) |

1. Height:\_\_\_\_\_\_\_\_cms
2. Wight: \_\_\_\_\_\_\_\_Kgs
3. Measurement of Chest:
4. On full inspiration:\_\_\_\_\_\_\_\_\_\_\_\_\_cms
5. On full expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_cms
6. Examination of:
7. Liver & Spleen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Heart & Lungs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Sight:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Can recognize all natural colours.

Signature of the Candidate

Place:

Date: Signature and Seal of the Medical Officer

**FORM OF NOMINATION FOR GRATUITY /LEAVE ENCASHMENT**

1. Name of the Employee: ............................

2. Code No:............................

3. Designation:............................

4. Religion:............................

5. Marital Status (Married/Unmarried/Widow): ............................

6. Date of Birth............................

7. Permanent Address:............................

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby nominate the person(s) mentioned below to receive the amount of Gratuity / Leave Encashment/ GSLI/ PF that may become payable in the event of my death before attaining the age of superannuation or having become payable on my attaining the age of superannuation, but not paid till my death and request that the said amount shall be paid / distributed among the said person(s) in the manner shown against his/her/their names:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Nominee/s (give date of birth in case of minor son/daughter) and also the name & address of guardian** | **Nominee's relationship with the member (Employee)** | **Age of the Nominee** | **Amount or share of each nominee (%age)** |
|        |   |   |      |

I hereby declare that I have no family and should I acquire family thereafter, the above nomination should be deemed as cancelled (Delete if not applicable).

**Witnesses                                                                    Signature of the Official**

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

1. Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/D/W/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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