



# हरियाणा ग्रामीण बैंक HARYANA GRAMIN BANK

Scheduled Bank Owned by Government

मानव संसाधन विकास विभाग, प्रधान कार्यालय  
प्लॉट नंबर 1, सेक्टर-3, रोहतक - 124001  
HUMAN RESOURCE DEVELOPMENT DIVISION HEAD OFFICE  
PLOT NO. 1, SECTOR-3, ROHTAK-124001

## NOTICE

Consequent upon the Biometric and Document Verification of candidates for the posts of Office Assistant (MP) allotted to HGB under CRP-RRBs-XIV (2025-26), conducted on 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> April, 2026, the candidates who have successfully completed the said process are hereby advised to report at HGB House, Head Office, Rohtak-124001, at their own expense, for completion of pre-joining formalities, as per the schedule given below:

Sr. No.	Post	Date	No. of Candidates	Time
1	Office Assistant (MP)	29-05-2026	43	09:00 AM
		30-05-2026	43	09:00 AM
		01-06-2026	43	09:00 AM
TOTAL			129	

**Venue of Reporting for Pre-Joining Formalities:  
HGB House, Plot No. 1, Sector- 3, Rohtak-124001.**

**(In case of any clarification, Candidates may contact at Tel. No. 01262-243146 during office hours)**

In this regard, the candidates have also been individually intimated through their e-mail IDs (as provided by IBPS, Mumbai) and a copy of the same is required to be produced at the time of reporting.

On the day of reporting, candidates are required to bring the following certificates/ testimonials/ documents in original along with self-attested photocopies:

1. Printout of the e-mail/ letter sent by Haryana Gramin Bank intimating about reporting for completion of pre-joining formalities
2. **Twelve copies of recent coloured passport-size photographs** (same as submitted at the time of Biometric & Document verification) with date (after 31-03-2026) & name captioned at the bottom of each photograph.
3. All original educational qualification certificates/ degrees including Computer Literacy Certificate, Mark Sheets of all the examinations/ semesters and relevant certificates pertaining to age, caste, category, experience, etc. along with two sets of self-attested photocopies.
4. Self-attested copies of documents acceptable to the Bank as proof of identity and address, along with original documents for verification, must be submitted, and candidates must mandatorily bring their Aadhaar Card and PAN Card.

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5. Certificates in support of the candidate's Category & Sub-category as under;
- **SC / ST / OBC (NCL) Category:** Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC (NCL) category candidates.
  - **Candidates belonging to OBC category and coming under creamy layer and/or if their caste does not find place in the Central List are not entitled to OBC reservation. Such candidates if applied under OBC category, will not be allowed. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time. OBC category candidates should submit the OBC certificate on the format prescribed by Govt. of India containing the 'non-creamy layer' clause, issued on or after 01.04.2025 till 31.03.2026.**
  - Candidates belonging to EWS category are required to bring an 'Income and Asset Certificate' issued by any one of the competent authorities as notified by the Government of India in the prescribed format. **The EWS certificate must be valid for the year 2025–26 and should be issued on the basis of income for the financial year 2024–25.**
  - **Persons With Benchmark Disabilities Category:** Medical certificate issued by the Competent Authority (proforma available on official IBPS website).
  - **Persons with Specified Disability Category (below 40%):** Medical certificate (Appendix-I) issued by the competent Medical Authority of a Govt. Healthcare Institution as per OM-F.No.29-6/2019-DD-III dated 10.08.2022.
  - **Ex-servicemen Category:** Service or Discharge Book along with Pension Payment Order with documentary proof of rank last / presently held (substantive as well as acting) i.e. with full-service particulars. In case of working defence personnel, Service Certificate from Competent Authority stating that they will be relieved from defence services on or before close 20.09.2026.
6. **Unconditional and satisfactory discharge/release certificate(s)** in original from previous employer(s), if already employed.
7. A **Medical Fitness Certificate** issued by a Chief Medical Officer not below the rank of Civil Surgeon of a Government Hospital in the format prescribed by the Bank.
8. An **Indemnity Bond** as per the proforma available on the Bank's website <https://hgb.bank.in/recruitment>, as detailed below:
- Office Assistant (MP) – Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) for two years.

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The Bond must be Notarized on Stamp paper as per prevailing rates of concerned State, where the Indemnity Bond is to be executed (e.g. in State of Haryana, on Stamp Paper of Rs. 150/- i.e. as per rates prevailing in the Candidate's State). Please ensure to bring self-attested Identity proof of the surety along with the original, as mentioned in the Indemnity Bond.

9. **Agreement of Service**, format of which is enclosed in Joining formalities (available on Bank's website), on a Stamp paper of Rs.100/-. The AGREEMENT OF SERVICE should not be notarized.
10. Testimonials in support of your character i.e. **two-character certificates** issued by the Principal/ Head of the Department of the college/ university last attended, Gazetted Officer, Bank Officer or elected public representatives (M.P, MLA, Sarpanch etc.)
11. **Police Character certificate** from respective police authority (e.g. in State of Haryana you can apply in "हर समय" portal for the same).
12. **Satisfactory/favourable reports from two references**, as per the format given in the pre-joining formalities, who are respectable persons and not related to the candidate. Candidates shall bring one identity proof of each reference, containing address (preferably Aadhaar Card).
13. All aspirants shall ensure that they maintain a healthy credit history and a minimum **CIBIL score of 680 or above** at the time of joining the Bank. If the CIBIL status has not been updated before the date of joining, the candidate must either get the CIBIL status updated or produce NOCs from the lender(s) confirming that there are no outstanding dues in respect of the account(s) adversely reflected in the CIBIL report, failing which the letter of offer shall be withdrawn/cancelled.
14. Before reporting for completion of pre joining formalities, the candidate must ensure that he/she fulfil all the eligibility criteria as stipulated in the relevant advertisement issued by IBPS, Mumbai for CRP RRBs XIV. If it is subsequently observed/found that any one does not fulfil the eligibility criteria prescribed for the said post, he/she may not be allowed to join the Bank's service and his/her candidature for the post will be rejected/ cancelled.
15. In case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that has furnished any incorrect/ false information/certificate/ documents or has suppressed any material fact(s) including past employment and antecedents, his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment in the Bank, his/her services are liable to be terminated.

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16. Please note that the candidates will not be reimbursed/paid any travelling allowance (TA/DA) for their journey in connection with reporting or Document Verification.
17. In case, any candidate fails to report on the above-mentioned date and as per schedule, his/her Provisional allotment will stand cancelled & no further communication shall be made in this regard.
18. Pre-joining formalities and prescribed Performa are available on Bank's website <https://hgb.bank.in/recruitment>.

After completion of the pre-joining formalities and verification of documents to the satisfaction of the Bank, a Letter of Appointment will be **issued** to the candidates. Please note, this communication should not be construed as a Letter of Appointment.

Please visit Bank's website <https://hgb.bank.in/recruitment> for updates.

General Manager

Place: Rohtak  
Date: 16-05-2026