



## GURGAON GRAMIN BANK

(Sponsored by Syndicate Bank)  
HEAD OFFICE : "PRAGATI BHAWAN",  
Plot No. 36 (P),  
Institutional Area, Sector 44,  
Gurgaon - 122 002, Haryana  
E-Mail : ggb\_ [gurgaon@hotmail.com](mailto:gurgaon@hotmail.com)  
Tel.: 91 - 0124 - 2576506-07 (2 lines)  
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**GURGAON GRAMIN BANK** invites applications for the posts of **Officer in Junior Management (Scale I) Cadre** and **Office Assistant (Multipurpose)** from Indian citizens who have appeared at the **Common Written Examination for RRBs** conducted by **IBPS** in **September 2012** and declared qualified.

Payment of Application Fees	20-12-2012 to 02-01-2013
Opening date for Online Registration	20-12-2012
Last Date for Online Registration	02-01-2013

### DETAILS OF VACANCIES:

Sr. No.	Post	SC	ST	OBC	General	TOTAL	Out of Which				
							PWD (Out of Which)				EXS
							VI	HI	OC	Total	
1	Officer <b>JMG</b> Scale-I	04	02	11	13	30	-	-	-	01	--
2	Office Assistant (Multipurpose)	07	--	19	13	39	-	-	-	01	06

### NOTE :

- The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirement of the Bank.

### Abbreviations stand for :

<b>SC</b>	Scheduled Caste	<b>GEN</b>	General Category	<b>HI</b>	Hearing Impaired
<b>ST</b>	Scheduled Tribe	<b>PWD</b>	Persons with Disability	<b>OC</b>	Orthopedically Challenged
<b>OBC</b>	Other Backward Classes	<b>VI</b>	Visually Impaired	<b>EXS</b>	Ex-Serviceman

### 2. a) PAY SCALE:

Post	Pay Scale (Rs)
Officer in JMG Scale - I	Rs.14,500/- - Rs.25,700/-
Office Assistant (Multipurpose)	Rs.7,200/- - Rs.19,300/-

### b) EMOLUMENTS :

Officer JMG Scale - I	At present the total starting emoluments are approx. Rs.26535/- per month inclusive of DA & HRA at the current rate
Office Assistant (Multipurpose)	At present the total starting emoluments are approx. Rs.14680/- per month inclusive of DA & HRA at the current rate

**c) PROBATION PERIOD :** Two years for Officer **JMG** Scale I and One year for Office Assistant (Multipurpose)

**Note:** It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved category provided they fulfill the eligibility criteria laid down for Unreserved category.

The number of vacancies in UR category and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.

### 3. ELIGIBILITY CRITERIA: NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Interview conducted by the Bank but on final selection the offer of appointment may be given subject to submission of eligibility Certificate issued by GoI.

### 4. Age (As on 01-06-2012)

For Officer **JMG** Scale- I

Above 18 years - Below 28 years

For Office Assistant

Above 18 years - Below 28 years

**(The maximum age limit specified is applicable to General Category candidates)**

#### Age Relaxation in Reserved Category

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4 a.	Ex-Servicemen/ Disabled Ex-Servicemen	<b>(for the post of Office Assistants-Multipurpose)</b> actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
4 b.	In the case of Ex- servicemen commissioned officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, subject to ceiling as per Government guidelines	<b>(for the post of Officers)</b>  5 years
5	Widows, Divorced women and women legally separated from their husbands who	<b>(Only for the post of Office Assistants-Multipurpose)</b>

	have not remarried	9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years

**NOTE:**

- (i) The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- (ii) In case of a candidate who is eligible for relaxation under more than one of the above categories the age relaxation will be available on a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above.
- (iii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview.
- (iv) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.
- (v) An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his reemployment, his Ex-Servicemen status for the purpose of the reemployment in Government jobs ceases.

**5. ELIGIBILITY CRITERIA**

**EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on 01-06-2012)**

<u>Post</u>	<u>Educational Qualification</u>	<u>Experience</u>
Office Assistant (Multipurpose)	Degree in any discipline from a recognized University or its equivalent Essential: Proficiency in local language (* please see the note below)	----
Officer Scale-I	i. Degree in any discipline from a recognized University or its equivalent ii. Proficiency in local language (* please see the note below)	----

Note:

- I.
  1. All educational qualifications should be from a recognised university/ Board
  2. The result of the qualifying examination, i.e. Graduation or equivalent to graduation, as the case may be, should have been announced by the University on or before **01.06.2012**.
  3. Candidates should have obtained the specified Total Weighted Standard Score as well as score in each test in the RRBs- Common Written Examination conducted in September 2012.
- II. **For Officer Scale-I and Office Assistant (Multipurpose)** Language Proficiency \* - Candidates are required to possess proficiency in the Official Language of the State/UT in which RRB is located and must have passed "local language" i.e. **Hindi** as one of the subjects at Matriculation/Xth Standard.
- III. **Qualifying Standard Score** : Candidates who have been declared qualified in the RRBs-Common Written Examination conducted by IBPS in September, 2012 should have obtained the scores as given below :

a) For Office Assistants (Multipurpose)

Name of the Test	Qualifying Standard Score	
	SC/SC-PWD/SC-EXS	OBC/GEN/OBC-PWD /GEN-PWD/OBC-EXS/GEN-EXS
Reasoning	17 & above	19 & above
Numerical Ability	17 & above	19 & above
General Awareness	17 & above	19 & above
English Language or Hindi Language	17 & above	19 & above
Computer Knowledge	17 & above	19 & above
<b>Cutoffs on Total Weighted Standard Score</b>	<b>89 &amp; above</b>	<b>95 &amp; above</b>

Note : Total Weighted Standard Score out of 200 in the CWE will be further reduced considering the Total Marks out of 70.

b) For Officer Scale I (General)

Name of the Test	Qualifying Standard Score	
	SC/SC-PWD/SC-EXS	OBC/GEN/OBC-PWD /GEN-PWD/OBC-EXS/GEN-EXS
Reasoning	17 & above	19 & above
Quantitative Aptitude	17 & above	19 & above
General Awareness	17 & above	19 & above
English Language or Hindi Language	17 & above	19 & above
Computer Knowledge	17 & above	19 & above
<b>Cutoffs on Total Weighted Standard Score</b>	<b>97 &amp; above</b>	<b>103 &amp; above</b>

Note : Total Weighted Standard Score out of 200 in the CWE will be further reduced considering the Total Marks out of 70.

**6. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :**

**Officer (Scale I)**

- Rs. 20/- for SC/ST/PWD candidates.
- Rs.100/- for all others

**Office Assistant (Multipurpose)**

- Rs. 20/- for SC/ST/PWD/EXSM candidates.
- Rs.100/- for all others

Requisite Application Fee may be paid through **Branches Gurgaon Gramin Bank**, by means of Challan. Challan Form is available in the **Bank's website "www.ggbank.org"**

**NOTE:**

- (i) The payment towards application fee can be made through CBS from any of the Branches of Gurgaon Gramin Bank.
- (ii) The payment towards application fee can be made between **20.12.2012 and 02.01.2013**.
- (iii) Payment of application fee and or Postal Charges by Demand Draft/Cheque/Money Orders/Postal Order etc. will not be accepted.
- (iv) The CBS fee payment challan contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan must be retained with the candidate after the necessary details such as Transaction ID, Branch Code etc. are filled in by the bank official.
- (v) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

**7. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:**

**(a) For SC/ST/OBC:**

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**(b) For Persons with Disabilities:**

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

**8. SELECTION PROCEDURE:**

- **For Officer JMG Scale-I:-** Selection will be made on the basis of performance in RRBs- Common Written Examination (CWE) conducted by IBPS in September 2012 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category of the candidates **upto the number of vacancies.**
- **For Office Assistant (Multipurpose):-** Selection will be made on the basis of performance in RRBs- Common Written Examination (CWE) conducted by IBPS in September 2012 and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category of the candidates **upto the number of vacancies.**

- 9. PERSONAL INTERVIEW:** Depending on the number of vacancies, Bank will call from among who have applied to bank, the number, equivalent to three times the number of vacancies short-listed based on their **Total Weighted Standard Scores (TWSS)**. Remaining applicants, if any will not receive an interview call from the Bank.

Total marks for interview will be 30 out of 100 marks allotted for written test and interview.

**10. INTERVIEW CENTRES:**

The Interview will be held at the following centre.

<p><b>GURGAON GRAMIN BANK</b> HEAD OFFICE, PRAGATI BHAWAN, PLOT NO.36-P, SECTOR-44, INSTITUTIONAL AREA, GURGAON – 122 002 (HARYANA)</p>
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**Note:** (i) Bank reserves the right to cancel the Centre and/or change the centre/s, depending upon the administrative feasibility, etc.

**11. GENERAL INSTRUCTIONS**

- (c) Before applying for any of the mentioned post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Mere admission to the Written Test and/ or passing the test and being invited by the Bank for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- (b) Candidates belonging to OBCs but coming in the “CREAMY LAYER” are not entitled to the benefits of OBC reservation. They should indicate their category as “UR” or “UR Persons with Disabilities” as applicable. OBC Certificates in the format as prescribed by the Govt. of India entitled “FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA” and should invariably contain the “NON-CREAMY LAYER CLAUSE” as on the closing date of closing date of On-line Registration i.e. **02.01.2013**.
- (c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) Only candidate willing to serve anywhere in the operational area of the bank should apply.**
- (f) Any request for change of address will not be entertained.
- (g) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Gurgaon.
- (h) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (i) No candidate is permitted to use calculator, mobile, telephones of any kind, pagers or any such other instruments during the selection process. In case it is found that candidate has used unfair means, his candidature will be treated as cancelled.
- (j) In case the candidate does not appear before the Interview Committee on scheduled date and venue for whatsoever reasons, his/her candidature will be treated as cancelled.
- (k) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (l) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority, in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which he /she will not be allowed for Interview and his / her candidature will be cancelled.
- (m) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the interview may lead to disqualification.

**Action against candidates found guilty of misconduct :**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

At the time of interview, if a candidate is (or has been) found guilty of



- (i) using unfair means during the selection process  
**or**
- (ii) impersonating or procuring impersonation by any person  
**or**
- (iii) misbehaving in the interview venue or taking away any documents from the venue  
**or**
- (iv) resorting to any irregular or improper means in connection with his/her candidature by selection **or**
- (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

## 12. **HOW TO APPLY**

- (i) **Candidates are required to apply online through Bank's website [www.ggbank.org](http://www.ggbank.org) 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- Common Written Examination CWE conducted in September 2012) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID as well as Mobile No. through SMS.
  - the candidate should take a printout of the fee payment challan
  - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
  - Candidates can pay application fees in any of the branches of Gurgaon Gramin Bank only.
  - Go to the nearest **Gurgaon Gramin** Bank Branches with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in Account No.93003982414 (with **Gurgaon Gramin Bank, Sector-44 Gurgaon branch**). The details of fee to be paid is indicated below :

**Candidates may find out the required branch address from the Bank's website ([www.ggbank.org](http://www.ggbank.org))**

### **Officer (Scale I)**

- Rs. 20/- for SC/ST/PWD candidates.
- Rs.100/- for all others

### **Office Assistant (Multipurpose)**

- Rs. 20/- for SC/ST/PWD/EXSM candidates.
- Rs.100/- for all others

- (iii) 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.
- (iv) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website "[www.ggbank.org](http://www.ggbank.org)". **All the fields in the online Application format should be filled up carefully.**
- (v) Carefully fill in the details such as fee payment details from the CBS Challan in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.
- (vi) **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.
- (vii) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**

- (viii) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (challan) TO THE BANK AT THIS STAGE.(be submitted at the time of Interview only)**
- (ix) 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.
- (x) 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 called for Interview** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS Challan)
2. Printout of the online application submitted.
3. Printout of IBPS Scores for the stipulated examination.
4. 10<sup>th</sup> Standard examination Mark Sheet in support of local language i.e. Hindi.
5. Attested copy of School /Board Certificate / School Leaving Certificate or any other Certificate / document issued by competent authority or any other document as proof of age acceptable to the Bank
6. Attested copies of Mark sheets / certificates in support of Educational Qualification;
7. Attested copy of certificate of Computer Course, as applicable;
8. Caste / PWD any other related certificate as applicable.
9. Photo identity proof.
10. Personal Bio Data (To be downloaded from Bank's website [www.ggbank.org](http://www.ggbank.org))
11. Any other relevant document

If called 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 for which CWE held on 2<sup>nd</sup> and 9<sup>th</sup> September, 2012 and complete the application form and submit the same as per instructions given in this regard.

### **13. CALL LETTERS FOR THE INTERVIEW**

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by post/ courier.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

**Date : 22.12.2012**  
**Place : Gurgaon**

**GENERAL MANAGER**  
**(GURGAON GRAMIN BANK)**



CHALLAN FORM (CASH VOUCHER)	CHALLAN FORM (CASH VOUCHER)
<p>BRANCH COPY</p> <p style="text-align: center;">Application Fee Details Recruitment of Officer Scale-I / Office Assistant (Multipurpose) in <b>Gurgaon Gramin Bank</b></p> <p>Account No. with Gurgaon Gramin Bank : <b>93003982414</b> Sector-44, Gurgaon</p> <p>Candidate's Name : Mr./Mrs/Kum</p> <p><b>Post applied for</b> : _____</p> <p>Category* SC/ST/PC/EXS – Only Postage Rs 20/- OBC/GEN - Application Fee &amp; Postage Rs. 100/-</p> <p>Date of Birth :</p> <p><u>Bank's name and its Branch Name</u> :</p> <p>Branch Code No# :</p> <p>Journal No # : (7 to 10 digits)</p> <p>Deposit Date :</p> <p>Application Fee/Postage Rs..... (Rupees.....only)</p> <p>Signature of Depositor Address:..... ..... Phone/Mobi. No.</p> <p style="text-align: right;">Authorized Signatory (Rubber Stamp of the Bank)</p> <p>* Tick whichever is applicable. # Fee receiving branch is advised to write the Deposit Journal No. and branch code no. above invariably.</p>	<p>CANDIDATE'S COPY</p> <p style="text-align: center;">Application Fee Details Recruitment of Officer Scale-I / Office Assistant (Multipurpose) in <b>Gurgaon Gramin Bank</b></p> <p>Account No. with Gurgaon Gramin Bank : <b>93003982414</b> <b>Sector-44, Gurgaon</b></p> <p>Candidate's Name : Mr./Mrs/Kum.</p> <p><b>Post applied for</b> : _____</p> <p>Category* SC/ST/PC/EXS – Only Postage Rs 20/- OBC/GEN - Application Fee &amp; Postage Rs. 100/-</p> <p>Date of Birth :</p> <p><u>Bank's name and its Branch Name</u> :</p> <p>Branch Code No# :</p> <p>Journal No # : (7 to 10 digits)</p> <p>Deposit Date :</p> <p>Application Fee/Postage Rs..... (Rupees.....only)</p> <p>Signature of Depositor Address:..... ..... Phone/Mobi. No.</p> <p style="text-align: right;">Authorized Signatory (Rubber Stamp of the Bank)</p> <p>* Tick whichever is applicable. # Fee receiving branch is advised to write the Deposit Journal No. and branch code no. above invariably.</p> <p><b><u>(This part of the challan will be required to be submitted by the candidate at the time of appearing for Interview along with a photograph, otherwise the candidate will not be allowed to appear for the Interview.)</u></b></p>



