<u>Recruitment Notice</u>

The Himachal Pradesh State Cooperative Bank Ltd.
Head Office, The Mall Shimla- 171001.

RECRUITMENT OF ASSISTANT MANAGERS, STENO TYPISTS, PROGRAMMING ASSISTANTS AND JUNIOR CLERKS.

The HP State Cooperative Bank Ltd., one of the leading Cooperative Banks in the country and the Apex Cooperative Bank in the State of Himachal Pradesh invites ON LINE applications from the eligible candidates, for the recruitment of various categories of posts in the Bank as detailed hereunder. The posts to be filled are purely on **CONTRACT BASIS. The breakup of Vacancies is as under,**

Category of post	Gen.	SC	ST	OBC	Ex-servicemen (All categories.)	Physically Handicapped (All categories.)	IRDP (All categories.)	WFF All categories.	Total No. of posts*
Assistant Manager	9	4	2	2	4	0	0	0	**21**
Steno/Typist	6	2	0	3	2	0	2	0	**15**
Jr. Clerk	38	8	1	9	15	3	14	2	**90**
Programming Assistants	3	1	1	1	1	0	1	0	**8**
Jr. Clerks (under 15% Quota reserved for Secretaries of PACS and employees of other Societies)									
(i) Secretary. of PACS	3	2	0	3	5	1	2	0	**16**
(ii) Employees of. Other Societies	2	0	0	1	1	0	0	0	**04**
Total Posts									**154***

*No. of Posts to be recruited may vary depending on actual requirement at the time of final process and thus are likely to increase or decrease

Details of Roster Break up for posts to be filled

Sr.No.	Name of Post	Category	No. of vacancies
1	**Asstt. Manager**	General	9
		SC	4
		ST	2
		OBC	2
		EX-SERVICEMAN (GENERAL)	3
		EX-SERVICEMAN (SC)	1
	TOTAL		**21**
2	**Steno typist**	General	6
		SC	2
		OBC	3
		EX-SERVICEMAN (General)	1
		EX-SERVICEMAN (SC)	1
		IRDP (GENERAL)	2
	TOTAL		**15**
3	**Junior Clerk**	General	38
		SC	8
		ST	1
		OBC	9
		EX-SERVICEMAN (GENERAL)	5
		EX-SERVICEMAN (SC)S	4
		EX-SERVICEMAN (ST)	2
		EX-SERVICEMAN OBC -	4
		PH General	3
		IRDP(GENERAL)	7
		IRDP (SC)	3
		IRDP (ST)	1
		IRDP (OBC)	3
		WFF GENERAL	1
		WFF (SC)	1
	TOTAL		**90**
4	**Programming Assistants**	General	3
		SC	1
		ST	1
		OBC	1
		EX-SERVICEMAN (SC)	1
		IRDP (GENERAL)	1
			8
4	**Junior Clerk (PACS)**	General	3
		SC	2
		OBC	3
		EX-SERVICEMAN(GENERAL)	3

		EX-SERVICEMAN (SC)	1
		- EX-SERVICEMAN OBC	1
		PH GENERAL -	1
		IRDP (GENERAL)	2
	TOTAL		**16**
5	**Junior Clerk (OTHER COOPERATIVE INSTITUTIONS)**	General	2
		OBC	1
		EX-SERVICEMAN (GENERAL)	1
	TOTAL		**4**

- Candidates belonging to All reserved categories should be bonafide Himachalis only.
- An Ex Serviceman will be as defined by the Department of Personnel, Govt. of HP and should belong to H.P..
- The wards of Ex Servicemen are not eligible for the posts advertised for Ex Servicemen.
- The certificate of IRDP issued by a competent authority will not be valid if more than 6 month old.

2. PAY SCALES, ALLOWANCES AND PERQUISITES

- All the posts are purely on **contract basis** on a fixed sum @ initial stage of pay band attached to the post plus admissible Grade Pay and Dearness Allowance thereon. At present Pay Band attached to the respective posts .with admissible Grade Pay is indicated below:-

POST	PAY BAND	GRADE PAY	Approximate Emoluments Per Month at present .
Assistant Manager	Rs.10300-34800	Rs.4200	Rs. 26100/-
Steno Typist	Rs.10300-34800	Rs.3600	Rs. 25020/-
Programming Assistant	Rs.10300-34800	Rs.3600	Rs. 25020/-
Jr. Clerk	Rs.10300-34800	Rs.3200	Rs. 24300/

3. CONTRACT PERIOD

Selected candidates will be ON CONTRACT for a period of **Five Years** from the date of joining which is subject to renewal on year to year basis, based on their performance. During the period of Contract, the appointees can be posted anywhere in the Bank's area of operation, They will be considered for regularization after five years of contracted service keeping in view their performance.

4 ELIGIBILITY CRITERIA FOR THE NOTIFIED POSTS

POST	ELIGIBILITY CRITERIA	
	Educational Qualification **(as on last date of registration of the applications i.e. 21st October, 2013)**	**Age** **(as on 1st January, 2013)**
Assistant Manager	A second class graduation degree of a recognized University with minimum 50% marks. In case of candidates possessing banking experience of 3 years, simple graduate may also apply.	• Candidate should be above 18 years and below 45 years of age The candidates born between 01.01.1995 and 02.01.1968(both days inclusive) are eligible. In case of SC/ST candidates' upper age is relaxable by 5 years. • In case of Ex-Servicemen , there will be relaxation in the upper age limit for recruitment on the
Steno Typist	(i) Matriculation with at least 55% marks **or** 10+2 with 45% marks **or** equivalent of a recognized university/ Board or a graduate or above. (Concession/grace of 5% marks to candidates belonging to SC/ST/IRDP). (ii) Pass in shorthand with a speed of 80 words per minute in English and 60 words per minute in Hindi.	
Programming Assistant	(i) Graduate in any stream with PGDCA/BCA from a recognized University. (ii) Working Knowledge of office automation activities like word processing, data handling and Basic networking and hardware troubleshooting.	
Jr. Clerk	Matric with 50% marks or 10+2 with 45% marks or a graduate or above of a recognized university (5% relaxation to SC/ST/IRDP candidates).	

Jr. Clerk (under Quota reserved for Co-operative Societies)	i) Matriculation with 45% marks or 10+2 with 40% marks or a graduate or above of a recognized university (5% relaxation to SC/ST/IRDP/ candidates). ii) A minimum of continuous 5 years service as Trained Secretary of a Primary Agriculture Credit Society/Employee of other Co-operative Societies. iii) Should be below 45 years of age on the date of application.	pattern of state Govt.

5. APPLICATION FEE (non refundable)

Sr.No.	NAME OF THE POST	CATEGORY	FEE
1	**Assistant Manager**	GENERAL/ OBC/ Ex Servicemen/WFF/ Physically Handicapped	Rs.600/-
		ST/SC/IRDP	Rs.500/-
2	**Junior Clerk / Steno Typist/ Programming Assistant**	GENERAL/ OBC/ Ex Servicemen/WFF/ Physically Handicapped	Rs.550/-
		ST/SC/IRDP	Rs.450/-

6. Procedure for applying online

1. Candidates are first required to go to the Bank's website www.hpscb.com and click on the **"ONLINE APPLICATION FORM"** page to open link which will be available from **4th October,2013 to 21st October2013.**

2. Candidates will have to enter their details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
3. **Fees can be paid through ON-LINE and OFF-LINE mode as per procedure below.**
4. **The Candidates can fill the forms at any LOK-MITRA KENDRA run by the department of IT , Himachal Pradesh, who have already been requested to help the desirous candidates.**

 Payment of fees charges via the ONLINE MODE

(i) Candidates should carefully fill in the details and all fields in the On-Line Application at the appropriate places . The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found will disqualify the candidature.

In the event of the candidate not being able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, **provisional**

registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only.

(ii) Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. **No change/edit will be allowed after submission.**

(iii) Once the application is filled in completely, candidate may click on the "SUBMIT" button at the end of the On-Line Application form..

(iv) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(a) The payment can be made by using only Master/Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.

(b) In case candidates wish to pay fees/ intimation charges through the online payment gateway,then after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(c) If the online transaction has been successfully completed a Registration Number and Password will be generated. **Candidates should note their Registration Number and Password for future reference.**

(d) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the **ONLINE APPLICATION FORM** link and fill in their application details again.

(e) On successful completion of the transaction, an e-receipt will be generated.

(f) Candidates are required to take a printout of the e-receipt.

(g) Note:

➢ After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
➢ To ensure the security of your data, please close the browser window once your transaction is completed.

Should you choose to make Payment of fees via OFF-LINE MODE, then procedure is as following

(i)   Payment of fee/ intimation charges through the offline mode can be made **at counters of CBS branches of H.P.State Cooperative Bank Ltd, Shimla, The Kangra Central Cooperative Bank Ltd Dharamshala and the Jogindra Central Cooperative Bank, Solan):**

➢ The branches of H.P.State Cooperative Bank Ltd, Shimla, are located in the following districts of the state of Himachal Pradesh
   1. Shimla
   2. Mandi
   3. Bilaspur
   4. Chamba
   5. Kinnaur
   6. Sirmour

➢   The branches of the Kangra Central Cooperative Bank Ltd Dharamshala are located in the following districts of the state of Himachal Pradesh
   1. Kangra
   2. Hamitpur
   3. Una
   4. Kullu
   5. Lahaul Spiti

➢ The branches of the Jogindra Central Cooperative Bank, Solan are located in the following district of the state of Himachal Pradesh
   1. Solan

(ii) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature. In the event of the candidate not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant should submit the data by pressing the submit button appearing on the application. **If the applicants have chosen to make Payment of fees charges via OFF-LINE MODE they should take a printout of the system generated fee payment challan immediately,** which shall contain reference Number and amount of the fee to be deposited.

(iii) Fee payment will be accepted at the CBS Branches of Banks mentioned above, for paying the fees from the same day of registration onwards.

(iv)   Once fee has been paid, the registration process is completed. Candidate will receive registration confirmation by SMS/e-mail in the first week of November.

(v) Please ensure to furnish correct Mobile number / email address to receive the registration confirmation.

Note :

➢ There is also a provision to reprint the submitted applications.

- Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank. 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.**
- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

7. CALL LETTERS

- Call letters for Screening Test, to the registered and eligible candidates (after matching of Registration data and fees) mentioning the Roll No., Centre of test and other relevant information/ instructions will be generated **ONLY**, **On –Line** and shall be downloaded by the candidates themselves, after the notified date which shall be intimated to them in due course, through notification on Bank's website.

8. SELECTION PROCEDURE

- The screening test for the post of Assistant Manager shall be through ON LINE mode only at one of the following Centres, which the candidate shall indicate at the time of filling the application. The tentative date for examination shall be 16.11.2013
  1. Shimla
  2. Mandi
  3. Bilaspur
  4. Chamba
  5. Nahan
  6. Dharamshala
  7. Kangra
  8. Hamitpur
  9. Una
  10. Kullu
  11. Solan

- The screening test for the post of Junior Clerks, Programming Assistants and Steno Typist shall be OFF LINE only at one of the following Centers, which the candidate shall indicate(three choices in order of preference) at the time of filling the application. . The tentative date for examination shall be 17.11.2013

Sr. No.	Name of District		Exam Venue
1	**Bilaspur**	i)	Bilaspur
		ii)	Ghumarwin
2	**Chamba**		Chamba
3	**Hamirpur**		Hamirpur
4	**Kangra**	i)	Dharamshalla

		ii)	Kangra
5	**Kinnaur**		Rekong Peo
6	**Kullu**		Kullu
7	**Mandi**	i)	Karsog
		ii)	**Joginder** Nagar
		iii)	Mandi
		iv)	Sarkaghat
		v)	Sunder nagar
8	**Shimla**	i)	Rampur
		ii)	Rohru
		iii)	Shimla
		iv)	Theog
9	**Sirmour**	i)	Nahan
		ii)	Poanta Sahib
10	**Solan**		Solan
11	**Una**		Una

- Every effort will be made to allot the centre of candidate's choice for undertaking the Test under ON LINE or OFF LINE mode, as the case may be, yet the allotment shall be based on availability of accommodation on the date of test. Hence , another Centre may be allotted to the Candidate where he/she will have to take the test.
- The written Test shall be followed by a Interview. The number of candidates to be called for interview shall be 5, if the post to be filled is only 1. If the number of posts to be filled up are more than 1, the candidates to be called for Interview shall be three times of number of posts. The marks of the Interview will not be more than 15% of the marks allotted for written test.
- Preference shall be given to the candidates possessing knowledge of Custom, tradition, languages and Culture of the State and the test shall also include questions on the subject.
- Only those candidates who secure at least 45% marks in the written/online test will be shortlisted for interview.
- For the post of Steno/ Typist, the candidates qualifying the written test, in order of merit and the criteria as prescribed supra, shall have to undergo a skill test.
- The examination may be held in multiple sessions. In such a case, the corrected scores Obtained by each of the candidates in different sessions will first be normalized using equipercentile method.
- Responses (answers) of a candidate in online examination will be analyzed to detect patterns of similarity of right and wrong answers. If, in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature may be cancelled and/or the result withheld.

9. IMPORTANT DATES

1	OPENING DATE OF ONLINE REGISTRATION	**4th October, 2013**
2	CLOSING DATE OF ONLINE REGISTRATION	**21st October, 2013**
3	LAST DATE FOR PAYMENT OF FEES	**22nd October, 2013**

Managing Director