

THE KANGRA CENTRAL COOPERATIVE BANK LTD
HEAD OFFICE, DHARAMSHALA, H.P.-176215

**OFFLINE APPLICATIONS ARE INVITED FOR APPOINTMENT OF THE FOLLOWING POSTS
IN VARIOUS CATEGORIES**

The Kangra Central cooperative Bank Limited, a leading Cooperative Bank of Northern India, invites OFFLINE application from the eligible candidates for the recruitment to various categories of post in the Bank purely on contract basis. Candidates should apply **only between 15/06/2012 and 14/07/2012**.

Post Code	Post Name	Total	General	SC	ST	OBC
1	Gr-II – Chartered Accountant	1	General-1	-----	-----	-----
2	Gr-III Jr Computer Programmer	1	OC-1			
3	Gr-IV Computer Operator	2	General-1,OC-1			
4	Gr-IV Steno Typist	2	General-1, OC-1	-----	-----	-----

Note : The reservation has been worked out as per HP State Government Guidelines taking into account the excess/shortfall in each category. The number of vacancies as also the number of reserved vacancies are provisional and may vary for various categories of posts. It is clarified that it may not be possible to employ physically challenged candidates in all offices/branches of the Bank and they, in case of selection, have to work in the post identified by the Bank as suitable for them.

Abbreviations : GEN – General, SC – Scheduled Caste, ST- Scheduled Tribe, OBC – Other Backward Classes, OC – Orthopedically Challenged, PC- Physically Challenged.

AGE : Between 18 and 45 years as on last date of submission of Application Forms. Relaxation in age shall be as per State Government guidelines. The eligibility of the candidates will be taken as on last date of submission of Application Forms.

ELIGIBILITY :

1) For Grade-II : Chartered Accountant:

- i. At least B.Com.
- ii. Member of Indian Institute of Chartered Accountant of India New Delhi and should be conversant with Computer Application : DISA qualified preferred.
- iii. Minimum five years experience with banking/ non banking financial company/Portfolio Management Company and communication skill and knowledge of direct taxes/Service Taxes/Banking Portfolio Management required.

2). For Grade-III : Jr. Computer Programmer : MCA or equivalent with 55% marks from any university recognised by State/Central Government.

For SC/ST/OBC and Physically Challenged candidates 5% relaxation in marks is allowed.

3). For Grade-IV : Computer Operator : BCA or equivalent from University/Technical Institute recognised by State/Central Government.

4). For Grade-IV : Steno/Typist :

1. 10+2 with 55% marks or Graduate/Post Graduate in any discipline
2. Should possess a speed of 30 words in typing and 80 words in Shorthand, in both Hindi and English (bilingual)

APPLICATION FEE INCLUDING OUT OF POCKET EXPENSES (NON-REFUNDABLE)

Demand Draft/ IPO in favour of “General Manager – KCCB – Recruitment -2012 ” payable at Dharamshala .

SrNo.	Category of Post	Amount
1	For Gr-II Chartered Accountant	
	For SC/ST/PC	400/-
	For Others	500/-
2	For Gr-III Jr.Computer Programmer	
	For SC/ST/PC	350/-
	For Others	450/-
3	For Gr-IV Steno/Typist/Computer Operator	
	For SC/ST/PC	300/-
	For Others	400/-

SELECTION PROCEDURE: The selection will be made based on written test and interview. The written test will be of multiple choice objective type. The examination will be on Test of Reasoning, English Language, Numerical Ability/**Quantitative Aptitude**, General Knowledge/**Financial Awareness, Computer & Clerical Aptitude**. For Specialist post, examination will also contain questions related to specific field of specialisation. Details about the test, Sample Questions, How to mark Answers on OMR Answersheets, **Time allotted** etc. will be provided in the information Handout. Shorthand/Typing Test will be conducted only for the candidates who qualify in written examination. The candidates will have to appear in the written test and interview at their own expense.

WRITTEN TEST CENTRE:

Test will be conducted at **Dharamshala**.

TERMS OF EMPLOYEMENT :

1. The appointment will be purely on temporary basis initially for one year only.
2. The contract may be renewed after expiry of the contracted period subject to the performance of the candidate and availability of the vacancies.
3. After the completion of 5 years of contractual period in continuity, they shall be eligible for regularisation subject to availability of vacancies, eligibility, suitability and satisfactory performance of the candidate.
4. The service may be terminated on any of the following ground/reasons.
 - i. for the reasons of unauthorised absence from duty
 - ii. the work and conduct of the contractee is not found satisfactory
 - iii. By giving one months notice to the Bank failing which one month salary shall be forfeited (in case of resignation by the contractee)

HONORARIUM/ ALLOWANCES/EMOLUMENTS : The appointee will be entitled to the initial Basic Pay of the post plus 50% Dearness Pay plus Dearness Allowance. An amount annual increment of the post as annual increase in contractual emoluments for the subsequent year(s) will be allowed. No other allowances like gratuity, leave encashment etc either during the contract period or on termination of the contract shall be admissible. However, an appointee will be entitled

for TA/DA as applicable to regular counter part officials at the minimum of the pay scale. The appointee will be entitled to a fixed sum of Rs.100/= per month as medical allowance. The initial basic pay of above mentioned categories are as under:

1. For Grade-II : Chartered Accountant 8300 +DP+DA(Unrevised)
2. For Grade III (Juniour Computer Programer) 7575 +DP+DA(Unrevised)
3. For Gr-IV : Steno/Typist and computer operator 4750 +DP+DA (Unrevised)

2. HOW TO APPLY

Applicant will submit their application form to The General Manager, The Kangra Central Cooperative Bank Ltd., Head Office Dharamshala along with prescribed fee and documents as per eligibility

1. 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.

IMPORTANT DATES :-

Last Date of Application	10/07/12
Tentative Date of Written Test	12/08/12

GENERAL INSTRUCTIONS:

- i. Before filling in the application form, the candidate must ensure that he/ she fulfills all the eligibility criteria with respect to age, educational qualifications etc. in respect of the post for which he / she is making the application and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.
- ii. An application once made will not be allowed to be withdrawn and the application fee once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also **NOT BE** refunded in case the application is rejected / not considered by the Bank.
- iii. Eligible candidates have to appear for a written test and interview at their own expense at the venue and date notified by the Bank.
- iv. Admission to written examination will be purely provisional without verification of age/ qualification / experience / category /, etc of the candidates with reference to documents. Candidates have to produce all the requisite certificates / documents in original with Xerox copies for verification at the time of interview. Failure to do so shall lead to disqualification of the candidate. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of written test, interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
- v. The Bank has the right to reject any application/ candidature at any stage without assigning any reason and the decision of the Bank shall be final.
- vi. Preference will be given to higher professional qualifications.
- vii. Each candidate will have to secure a minimum standardized score in each of the tests to qualify in the written examination for vacancies in the Bank. The cut-off will be decided based on the Means and Standard Deviation (Mean minus $\frac{1}{4}$ Standard Deviation for General Category and Mean minus $\frac{3}{4}$ Standard Deviation for Reserved Category candidates). In addition, there will be a cut-off point on the total weighted standard score.

- viii. Service Rules will prevail upon any printing/publishing/clerkal error.
- ix. Canvassing in any form will be a disqualification.

Date :

MANAGING DIRECTOR

Place :

10. Educational Qualifications

Sr. No	Exam. Passed	% of Marks	Year of passing	Board/University

11. Experience in the field of banking, Co-operative or in similar field _____

I hereby declare that I am an Indian National and all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature is liable to be cancelled .

Place: _____

Date: _____

Signature of the Applicant