

Recruitment Notice (For uploading on Bank's website)

The Himachal Pradesh State Cooperative Bank Ltd. (Scheduled Bank)

Head Office, The Mall Shimla- 171001.

The HP State Cooperative Bank Ltd., Head Office The Mall Shimla-171001, invites applications on prescribed format from the eligible candidates possessing under noted qualification and experience, **for filling up 31 posts of Jr. Clerks on contract under 15% quota reserved for the trained Secretaries of Primary Agricultural Credit Societies and employees of other Cooperative Societies** in the Bank. The category wise roster breakup/ respective earmarked reserved quota posts and eligibility criteria are given below:-

1. Details of posts and roster breakup:

i) Number of posts for trained Secretaries of PACS : 25 posts	
General	11
Scheduled Caste	2
Scheduled Tribe	1
Other Backward Classes	2
General Ex-servicemen	2
General IRDP	2
General Physically Handicapped	1
Scheduled Caste Ex-servicemen	1
Scheduled Caste IRDP	1
Other Backward Classes Ex-Servicemen	1
Other Backward Classes IRDP	1
Total	25
ii) Number of posts for employees of other Co-op. Societies :6 posts	
General	4
Scheduled Caste	1
Other Backward Classes	1
Total	6

- 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.
- It may be noted that certificates issued /obtained for inclusion in IRDP/OBC categories is in prescribed formats as made applicable by the state of HP from time to time.



- The certificate of IRDP issued by a competent authority will not be valid if more than 6 months old and that of OBC should not be more than one year old. All certificates to this effect should be in the latest prescribed format by the state Govt.

Note: Explanation with regard to PACS and other Societies:

(as clarified under RCS, HP Letter No.5-233/99-Coop.(C&M) dated 19.06.2001)

- i) **Primary Agricultural Credit Societies (PACS) include:**
- i) Cooperative Multipurpose Societies Ltd.
 - ii) Gram Service Cooperative Societies Ltd.
- ii) **Other Cooperative Societies include:**
- i) Fruit Growers and Marketing Society Ltd.
 - ii) Marketing and Consumer Cooperative Societies Ltd.
 - iii) Coop. Consumer Store.
 - iv) Thrift & Credit Society Ltd.
 - v) All other Cooperative Societies registered under HP State Cooperative Societies, Act
- iii) **Clarification for Trained Secretaries of PACS:**
- i) Those who have completed 5 years continuous service in PACS from the date of his joining in the Society (as clarified vide RCS, HP letter No.5-510/98-Coop. (C&M) - loose dated 25.06.2014
 - ii) Trained Secretaries also include Assistant Secretaries/Managers/Assistant Managers of PACS having 5 years continuous service (as clarified under RCS, HP Letter No.5-233/99-Coop.(C&M) dated 19.06.2001)

2. PAY SCALE AND EMOLUMENTS:

- i) **Pay Band** Rs.10300-34800/- and **Grade Pay** Rs.3200/-
- ii) **Monthly emoluments will be admissible** @ initial pay in Pay Band plus Grade Pay attached to the post. An annual increase @3% of the sum of the Pay in Pay Band and Grade Pay applicable to the post will be allowed, if contract is extended beyond one year.



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.

4. **ELIGIBILITY CRITERIA FOR THE POST:**

i) **Educational Qualification** on the last date of registration of the applications:

"Matric with 45% marks or 10+2 with 40% marks or a graduate or above of a recognized university (5% relaxation to SC/ST/IRDP/ Antodya candidates)".

ii) A minimum of continuous 5 years service as Secretary of Primary Agricultural Credit Society/Employees of other Co-operative Societies

Note:- Experience certificate in support of experience issued by the concerned Inspector and countersigned by the concerned Assistant Registrar Cooperative Societies with authentic certification based on record of concerned society shall only be valid. The experience certificate should invariably be supported with the following documentary proof:

i) Copy of resolution of the managing committee of concerned society to the effect of his/her initial appointment

ii) Copy of relevant pages of Statutory audit report/note at least of 5 years containing reference of payment of wages/salary from the account of the society along with list of employees attached with the report/note.

In case, experience certificate on scrutiny of original record is found incorrect or false later on, the candidature shall be treated cancelled/rejected summarily.

iii) **Age (as on 1st January, 2016):**

"Candidate should be above 18 years and below 45 years of age. The candidates born between 01.01.1998 and 02.01.1971 (both days inclusive) are eligible. In case of SC/ST candidates' this upper age limit is re-laxable upto 5 years".

In case of Ex-Servicemen, there will be relaxation in the upper age limit for recruitment on the pattern of State Govt.

5. **APPLICATION FEE (non refundable):**

i) GEN./OBC/Ex-Servicemen/WFF/ Physically Handicapped : Rs.600/-

ii) ST/SC/IRDP/Antodya : Rs.500/-



Note: The mode of payment for fee shall be through Demand Draft drawn in favour of HP State Cooperative Bank payable at Shimla.

6. **Syllabus:** The level of examination and syllabus for examination shall be in accordance with the minimum level of educational qualification criteria provided for the post. The minimum level of educational qualification for the post of Jr. Clerks is Matriculation with 45% marks. **(As such the level of examination and syllabus shall be that of matriculation standard of HP Board of School Education)**. The syllabus shall also consists coverage of practical work experience rendered as Secretary/employees of societies, knowledge of Cooperative Law, Acts, Rules and Regulations.
7. **Total marks for written Test:** The written test/examination shall be of multiple choice objective types for 200 marks. The set of question paper should be consisting of 4 parts carrying 50 marks each i.e (1) General knowledge (including General Knowledge of HP), (2) General English & General Hindi (25 marks each part), (3) knowledge of Cooperatives (4) Quantitative Aptitude (including maths & Reasoning).
8. **Duration of written Test :** 3 Hours in compatibility with number of expected questions.
9. **Last Date for receipt of application:** The last date for receipt of application is 31.03.2016 at 5.00 pm. Incomplete applications or those received after last date shall not be entertained and will be rejected.
10. **Methodology/procedure for submissions of application:**
 - The desirous candidates will down load the prescribed application **FORM** from Bank's website www.hpscb.com and will fill up the requisite details in the relevant column.
 - The candidate will procure the experience certificate in support of his being Secretary/employee of the concerned cooperative society from the Inspector Cooperative Societies of the concerned area and will get the same countersigned & certified from the Assistant Registrar Cooperative Societies concerned.
 - **The candidate shall have to compulsorily attach the following documents with the application form:**
 - i) Attested copies of matriculation/ 10+2 and higher qualification certificates, if any.
 - ii) Experience certificate in support of minimum of continuous 5 years service as Secretary of Primary Agricultural Credit Society/Employees of other Co-operative Society issued by the concerned Inspector Cooperative Societies and countersigned/certified by the ARCS concerned.
 - iii) Copy of resolution of managing committee of concerned society relating to his/her appointment in the society.



- iv) Certificate of bonafide Himachali and caste/category to which he/she belongs, such as SC, ST, OBC, Ex-Servicemen, IRDP, Physically Handicapped etc, as the case may be..
- v) Fee Demand Draft.

The duly filled application form with above documents shall be mailed/posted to the General Manager, The HP State Cooperative Bank Ltd., Head Office, The Mall Shimla-171001 under registered cover by the concerned candidate.

Note: Application form lacking above prerequisite documents and without being forwarded by the concerned Inspector Cooperative Societies and countersigned by the ARCS shall be rejected summarily without any intimation.

11. Other Terms and conditions/explanations:

- i) The application shall be addressed to The General Manager, HP State Cooperative Bank Ltd. Head Office The Mall Shimla-171001. The envelope containing application form should be scribed with, **"Application for the post of Jr. Clerk against reserved quota of trained Secretaries of PACS/employee of other Societies (as the case may be).**
- ii) A set of attested copies of testimonials and experience in support of the eligibility duly attested from a gazetted officer be enclosed with the application form.
- iii) Eligibility of candidate will be determined strictly as per particulars given in the application form. In case the particulars filled in the application form are found false and incorrect at any stage the candidature shall be rejected without any notice.
- iv) The candidature of candidate not possessing requisite eligibility shall be rejected summarily without any intimation. As such before applying for the post candidates should ensure that he /she do possess the prescribed eligibility criteria. If relevant documents/certificates are not attached with the application and adequate prescribed fee is not remitted, the application will be rejected summarily and no communication to this effect shall be made.
- v) No TA/DA shall be admissible for appearing in the written test.

Gopal Sharma
I.A.S
Managing Director



APPLICATION FORMAT

1. Application for the Post of Jr. Clerk on contract against quota for :

(Please indicate trained secretary of PACS OR employee of other Society)

2. Full Name (IN CAPITAL LETTERS): -----
 3. Fathers/Husband's Name: -----
 4. Address for Correspondence: -----

Please affix your
recent passport
size photograph

5. Permanent Home Address: -----

6. E-MAIL ID: (if any) : -----

7. Mobile No.: -----

8. Category to Which Belongs: -----

(Please specify actual category i.e Gen./SC/ST/OBC and related sub-category including Ex-servicemen)

9. Date of Birth a) In figures -----

b) In words -----

10. Gender: (Male or Female) -----

11. Educational / Professional Qualifications:

Exam passed	Name of Board/ University/ Institution	Date/Month/ Year of passing	Class/ Division	% of Marks

12. Particulars of working experience

Name of society where employed	Designation	Period of employment		Total period	Particulars of society resolution No. & date vide which employed
		From	To		



13. Particulars of fee:

Name of Bank and Branch from where DD purchased	Demand Draft No. and date	Amount	Name of Bank and Branch on which DD is Drawn

14. Details of enclosures attached with application:

- 1 4
- 2 5
- 3 6

Declaration:-

I hereby declare that all the statements/contents made in this application are true, complete and correct to the best of my knowledge and belief. It is also clarified that I have not been proceeded against for any misappropriation/embezzlement during my employment with the society. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the post as given in employment notice published in the news paper and posted on Bank's website, my candidature / appointment is liable to be cancelled/ terminated without service of notice. I am willing to serve anywhere in the area of operation of the Bank. I undertake to abide by all the terms and conditions mentioned in the advertisement given by the Bank.

Place: _____

Date : _____

Name: -----

Signature of applicant -----

Certification of Inspector Cooperative Societies of the area concerned:

It is certified that particulars given in the above application form by the concerned candidate in perspective to his employment with the society concerned are correct as per valid record of the society. It is also clarified that he/she has not been proceeded against for any misappropriation/embezzlement during employment with the society. He/She is eligible for the post advertised by the bank as per eligibility criteria given in advertisement notice.

Signature

(Inspector Cooperative Societies with stamp)

Counter signed by

(ARCS, with stamp)

