

Recruitment Notice (For publication in News paper)

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 requisite qualification and experience, **for filling up 10 posts of Jr. Clerks under 15% quota reserved for the trained Secretaries of Primary Agricultural Credit Societies and employees of other Cooperative Societies** in the Bank, including 6 posts lying in back log of **trained Secretaries of Primary Agricultural Credit Societies**. Roster breakup of posts is as under:

1. **For trained Secretaries of PACS:** 9 posts (including 6 posts of back log of reserved sub-categories)

Category/sub-category of post	Number of posts
General	2
Scheduled Caste	1
Backlog posts	
Gen. Ex- Servicemen	2
SC Ex-Servicemen	1
SC IRDP	1
OBC Ex- Servicemen	1
OBC IRDP	1

2. **For employees of other Co-operative Societies:** 1 post of General Category

All relevant details including eligibility criteria and prescribed application form are available on Bank's website www.hpscbb.com. The desirous candidates should go through the details on Bank's website before applying for the post.

A set of all relevant details as uploaded on Bank's website has also been sent to the Assistant Registrars, Cooperative Societies for the convenience of candidates in respective areas.

The last date for receipt of applications is **5.10.2017** at 5.00 pm. Applications received after last date shall not be accepted.

(Dr. R. P. Nainta)

General Manager

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 10 posts of Jr. Clerks under 15% quota reserved for the trained Secretaries of Primary Agricultural Credit Societies and employees of other Cooperative Societies** in the Bank including 6 posts lying in back log of **trained Secretaries of Primary Agricultural Credit Societies**. Roster breakup of posts is as under:

For trained Secretaries of PACS: 9 posts (including 6 posts of back log of reserved sub-categories)

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OBC IRDP	1

For employees of other Co-operative Societies: 1 post of General Category

- 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 category 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. All certificates to this effect should be in the latest prescribed format by the state Govt.

Note: Explanation with regard to PACS: (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) **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: Pay Band Rs.10300-34800/- plus Grade Pay Rs.3200/-

3. ELIGIBILITY CRITERIA FOR THE POST:

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

“10+2 with 50% marks or graduate or above of a recognized University”

- ii) A minimum of continuous 5 years service as Secretary as defined in Rule 2 (vii) of HP Cooperative Societies Rules, 1971 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, 2017):**

“Candidate should be above 18 years and below 45 years of age. The candidates born between 01.01.1999 and 02.01.1972 (both days inclusive) are eligible. In case of SC candidates’ this upper age limit is relaxable 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 Ex-Servicemen/OBC Ex-Servicemen | : Rs.600/- |
| ii) | SC Ex-Servicemen/OBC IRDP/SC IRDP | : 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 10+2 with 50% marks. **(As such the level of examination and syllabus shall be that of 10+2 standard of HP Board of School Education)**. The syllabus shall also consist 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 85 marks. The set of question paper shall be consisting of 5 parts i.e (I) General knowledge (including General Knowledge of HP) of - 20 marks, (2) General English - 15 marks (3) General Hindi - 15 marks (4) knowledge of Cooperatives- 10 marks (5) Quantitative Aptitude including maths & Reasoning - 25 marks).

8. Duration of written Test: 90 minutes

9. Last Date for receipt of application: The last date for receipt of application is 5.10.2017 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 amongst the notified posts.
- 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.**"
- 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.
- vi) Now the provisions of personal interview have been dispensed with and final selection shall be made on the basis of merit secured in written test and marks to be allotted out of 15 marks as per prescribed evaluation criteria fixed by the State Government in this behalf, to candidates declared qualified in written test.

-/sd

(Dr. R.P.Nainta)
General Manager

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:

.....

5. Permanent Home Address:

.....

.....

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

7. Mobile No.:

8. Category to Which Belongs:

(Please specify actual category out of categories to which posts are notified by the Bank.

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:

Please affix your recent passport size photograph

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)