The Himachal Pradesh State Co-operative Bank Ltd.

hpscb
(Scheduled Bank)

Head Office - The Mall Shimla (H.P.) - 171001

(Bank of the State - For the State)

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DETAILED INSTRUCTIONS FOR RECRUITMENT

RECRUITMENT FOR 64 POSTS (61 old posts + 3 new posts) OF ASSISTANT MANAGERS IN THE BANK.

Apropos Bank's advertisement published in the daily Newspapers, **"The Tribune"** and **"Amar Ujala" on 10.09.2022** whereby 61 posts of Assistant Managers were advertised and closing date of receipt of ORA (online recruitment application) was 30.09.2022. Consequent upon occurring of 3 more vacancies of Assistant Managers under direct recruitment quota; 3 additional posts of Assistant Managers (UR-2 and OBC-Ex-SM-1) are hereby notified to be included in the current recruitment process and will also be filled up on the basis of this advertisement.

The desirous/eligible candidates who could not apply for earlier advertised posts due to various reasons, may apply for recruitment to these 64 posts (61 old posts + 3 new posts) of ASSISTANT MANAGER in the Bank through IBPS, Mumbai. The desirous candidates must read detailed Instructions for Recruitment on Bank's website www.hpscb.com before applying for these posts.

The last date for applying for these posts is 08.09.2023. Applications can be filled ONLINE through Recruitment Link on Bank's website www.hpscb.com between 19.08.2023 to 08.09.2023 till 11:59 P.M. alongwith payment of requisite fee. Candidates are advised to visit the Bank's website from time to time for updates in their own interest. Applications received by any other mode or after the due date will not be accepted.

Please note that the candidates who have already applied for above posts earlier, need not apply again. They may check the status of their application on the link provided on Bank's website.

Online applications are invited from the eligible candidates for 64 POSTS (61 old posts + 3 new posts) posts of Assistant Managers as per the following schedule of activities:-

Activity	Date		
Opening date of submission of online application.	19.08.2023		
Last date of submission of online application.	08.09.2023		
Amount of Application Fee.	**CATEGORY**		**FEE (non refundable)**
	GENERAL/ OBC of H.P.		Rs.1000/-
	EWS (Economically weaker sections)		Rs.800/-
	SC/ST/ IRDP/ BPL/ANTODAYA (ALL CATEGORIES BELONGING TO H.P.)		Rs.800/-
	FEMALE CANDIDATES OF ALL CATEGORIES		Rs.800/-

Date of downloading of Call Letters.	Around 7 days before examination date
Date of online Examination.	Proposed in the month of October/ November, 2023. Exact date will be decided by the Bank keeping in view the prevailing situation. The candidates will be informed accordingly on Bank's website so that they can download their call letters.
Date for declaration of result of Online Examination.	Around one month after the conduct of the examination.

The category-wise breakup (Roster wise Break up) of the vacancies to be filled up is as under:

Sr. No.	Particulars of Category/sub-category as per roster requirement.	No. of posts earmarked
1.	GENERAL	25*
2.	EWS	5
3.	SC	10*
4.	OBC	6
5.	ST	4
6.	EX-SM (GEN)	8
7.	EX-SM (SC)	1
8.	EX-SM (OBC)	1
9.	GEN (WFF)	1
10.	PWD/PH	03 (one each) **1). Blindness & low vision;** **2). Deaf and hard of hearing;** **3). 1 post for two type of disabilities viz. (d) type disability i.e. Autism, intellectual disability, specific learning disability and mental illness;** **And;** **(e) type disability i.e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities as mentioned under point No. 2 in the Government notification dated 22.06.2020 with regard to reservation for the Persons with benchmark Disabilities.**
	Total	**64***

* Including backlog in the respective vacancies.

Note:- No. of Posts to be filled up may vary depending on actual requirement at the time of final selection and may accordingly increase or decrease.

Short name:

UR- Unreserved, Gen.-General, SC-Scheduled Caste of H.P., ST-Scheduled Tribe of H.P., OBC- Other Backward   Classes of H.P., EWS- Economically Weaker Section of H.P., EX-

SM- Ex-Servicemen of H.P.,PWD-Person with Disability, PH- Physically Handicapped (Specially abled) of H.P., WFF-Ward of Freedom Fighter of H.P. , IRDP- Integrated Rural Development Programme.

➢ The selection shall be through online examination followed by Interview to be conducted by the Bank on its own level as per provisions of Bank's Service Rules.

➢ All the posts will be filled on <u>regular basis</u> in the pay scale having Pay Band of Rs. 10300-34800/- plus Grade Pay of Rs. 3800/- (Pre-revised), subject to revision as per revised Pay Scale due from 01.01.2016.

➢ Eligibility criteria and other relevant details are given on Bank's website www.hpscb.com and desirous candidates may go through the same to ascertain their eligibility before applying for the post. Please note that fee once remitted is non-refundable in any case.

➢ **Candidates belonging to all reserved categories should be bonafide Himachalis only.**

➢ The reserved category candidates belonging to other states will be treated as **GENERAL CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates.

➢ 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/B.P.L./Antodaya issued by a competent authority will not be valid if it is more than 6 months old and that of OBC should not be more than one year old. Further, they should be issued on the latest prescribed format.

➢ SC/ST/OBC and other reserved category candidates are eligible to apply against unreserved category/general category posts but they will not be eligible to get benefits of age relaxation, 5 % concession in requisite qualification and fee concession.

➢ Candidates belonging to OBC Category will have to submit a certificate from competent authority that he/she is not from Creamy Layer Category. Date of issue of such certificate should not be of more than one year old from the date of applying.

Note-1:- In case, any information/document/certificate pertaining to age, education, reservation etc. quoted in application form while applying online for the post turns out to be false/fake later on during scrutiny/verification of original certificates and record, the candidature shall be treated cancelled/rejected summarily irrespective of his/her qualifying the online examination. Therefore, while applying for the posts, the candidate should invariably ensure that he/she possesses requisite eligibility for the post.

Note-2:- **Please note that in case the number of candidates applying for any category of posts is large, the examination will be held in two phase system of examination i.e. Preliminary and Main Examination. In case the candidates applying for any category of posts is not upto the expected number of candidates, only single main examination will be held. Bank's decision in this regard shall be final.**

Essential Qualification for the post of Assistant Manager:-

Sr. No.	Name of Posts	Essential Qualifications
1	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.

* Simple graduate means graduation with minimum passing marks.

Please Note (1):

(i) **Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria.**

(ii) **The experience certificate possessed by the candidate must be from a Bank. Experience certificate of any agencies (cash collection agencies or other) empanelled with any Bank will not be considered.**

(2) **All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies and the final result should have been declared prior to applying for the post.**

Proper document from Board / University for having declared the result on or before applying for the posts has to be submitted at the time of Interview. The date of passing the eligibility examination will be the date appearing on the marks-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(3) Candidate should indicate the percentage obtained in 10th , 10+2, Graduation and other higher educational qualification calculated to the nearest two decimals in the online application, wherever applicable. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview at a later

stage, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the Board/University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(4) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

Pattern of online Examination:

In case the number of candidates applying for any category of posts is large, the examination will be held in two phase system of examination i.e. Preliminary and Main Examination. In case the candidates applying for any category of posts is not upto the expected number of candidates, only single main examination will be held. Bank's decision in this regard shall be final. However, for the sake of clarity two phase pattern of examination i.e. Phase-I (Preliminary examination) and Phase-II (Main Examination) through IBPS, Mumbai is elaborated hereunder.:-

The structure of the Examinations which will be conducted online shall be as follows:
Phase-I (Preliminary Examination):-

Sr. No.	Particulars	No. of Questions	Marks	Duration	Version
1.	English Language	30	30	20 min.	Bilingual i.e. English and Hindi both except English Language Questions
2.	Numerical Ability	35	35	20 min.	
3.	Reasoning Ability	35	35	20 min.	
	Total	**100**	**100**	**60 min.**	**-**

NOTE – Candidates up to 10 times of vacant posts will qualify for Main Examination (Phase-II).

Phase-II (Main Examination):-

Sr. No.	Particulars	Version of test	No. of Questions	Maximum Marks	Duration
1.	Reasoning including Computer Aptitude	Hindi & English	50	50	60 min.
2.	Quantitative Aptitude (Data Analysis and Interpretation)	Hindi & English	50	50	60 min.
3.	English	English	50	50	30 min.

4.	General Awareness (General, Economy /Banking Awareness)***	Hindi & English	50	50	30 min.
	Total		**200**	**200**	**180 min.**
	*** General Awareness will also include questions about Himachal Pradesh				

NOTE-1 : Candidates up to 3 times of vacant posts will qualify for interview.

NOTE-2 : Please note that in case the number of candidates applying for these posts is large, the examination will be held in two phase system of examination i.e. Preliminary and Main Examination. In case the candidates applying for these posts is not upto the expected number of candidates, only single Main (Phase-II) Examination will be held. Bank's decision in this regard shall be final.

The pattern of the Examinations which will be conducted online shall be as follows:

1. 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 Assistant Manager is a second class graduation degree of a recognized University with minimum 50% marks.

2. Total marks for Phase-I (Preliminary Examination):
The Phase-I (Preliminary Examination) will be of 100 marks which shall be qualifying in nature. The merit obtained by candidate in Phase-I (Preliminary Examination) will not be considered while preparing final merit list.

3. Total marks for Phase-II (Main Examination) & Interview process:
The marks for Phase-II (Main Examination) shall be 200 marks. The interview of candidates declared successful in Phase-II (Main Examination), shall be of 20 marks as per the provisions provided under Bank's Service Rules.

4. Merit of written examination/test:
The overall minimum qualifying marks (Cut Off) in the online examination i.e. preliminary as well as main examination shall be 50% of total marks prescribed for written test. However, the Bank reserves the right to relax/extend the eligibility standard in respect of minimum prescribed marks in Online examination, in order to enhance / restrict the number of candidates to be called for interview, based on performance in the Online examination and to commensurate with the number of vacancies.

5. Duration of written Test:

The duration for phase-I (Preliminary examination) shall be 1 hour and for Phase-II (Main examination) the duration shall be of 3 hours as mentioned above.

IMPORTANT POINTS TO BE NOTED:–

i.   For every wrong answer, 0.25% marks shall be deducted. In the online examination the question paper shall be of objective type multiple choice providing 5 alternates as answers. The question paper shall be both in English and Hindi.

ii. The ibid recruitment process will consist of two stages i.e. online examination (Phase-I & Phase-II examination) and Interview process as per the laid down criteria under Bank's Service Rules. The candidates declared successful in Phase-II (Main Examination) will be called for interview process by the Bank at later stage. Final selection will be on the basis of marks of Phase-II (Main Examination) and marks secured by the candidate in Interview process.

iii. Final merit of the candidates applying will be decided on the basis of total marks obtained in the Main Examination (Phase-II) and marks allotted to them in the interview.

iv. Preference shall be given to the candidates possessing knowledge of Customs, traditions, languages and culture of the State and the test shall also include questions on the subject.

v.   **Only those candidates who secure at least 50% marks in the Phase-II (Main Examination) will be shortlisted for Interview as per the prescribed ratio.** However, the Bank reserves the right to relax/extend the eligibility standard in respect of minimum prescribed marks in Online examination, in order to enhance / restrict the number of candidates to be called for interview, based on performance in the Online examination and to commensurate with the number of vacancies.

Pay Scale attached to the posts:

All the posts will be filled on <u>regular basis</u> in the pay scale having Pay Band of Rs. 10300-34800/- plus Grade Pay of Rs. 3800/-(Pre-revised), subject to revision as per revised Pay Scale due from 01.01.2016 in the Bank.

<u>AGE CRITERIA (age as on 01.01.2023)</u>

- Candidate should be above 18 years and below 45 years of age.

- The candidates born between 01.01.2005 and 02.01.1978 (both days inclusive) are eligible. In the case of SC/ ST candidates upper age limit is relaxable upto 5 years and in case of Ex-Servicemen and other reserve categories, there will be usual relaxation in the upper age limit for recruitment on the pattern of State Government. Relaxation in upper age limit (As per the relevant provisions of Bank's Service Rules) shall be as under:-

Sr. No.	Category /Sub-category	Remarks /Age relaxation
1.	SC	5 Years
2.	ST	5 Years
3.	Ex-Serviceman	For reserved vacancies under Ex-SM quota; an ex-serviceman shall be eligible if his age at the time of joining military service or training prior to the commission, as the case may be, does not exceed the upper age limit prescribed for ibid posts, however, present age of candidate must be less than 58 years. For un-reserved vacancies; if actual age of candidate less his approved military services does not exceed the prescribed maximum age for the post in question by more than 3 years. (Max. Age relaxation 12 years)
4.	PWD/PH	5 years
5.	OBC	5 Years
6.	Ward of Freedom Fighter (WFF)	5 Years
7.	Candidate already in Government Service	5 Years only to employees of H.P. Government

However, age relaxation shall be applicable to only Bonafide Himachali candidates.

NOTE:

i. Candidates, who are seeking age relaxation will be required to submit necessary certificate(s) in original/copies at the time of evaluation of documents and at any subsequent stage of the recruitment process. Please note that this age-relaxation shall be applicable only if post is earmarked for said particular categories.
ii. Degree of disability of Physically Handicapped candidates should not be less than 40% to avail benefits of reservation under this category.
iii. Selected Physically handicapped candidates will have to submit a Medical Certificate from competent authority that he/she is physically fit and competent to perform his/her duty for the selected post.
iv. Reservation benefits will be given to only bonafide Himachali. Eligible candidates seeking reservation and age relaxation benefits will have to produce a bonafide Himachali and Scheduled Caste/Schedules Tribe certificate issued by the competent authority.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURE FOR

   A. APPLICATION REGISTRATION
   B. PAYMENT OF FEES
   C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 19.08.2023 to 08.09.2023 and no other mode of application will be accepted.

<u>**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**</u>

Before applying online, candidates should-

    (i)   **scan their:**
- **photograph (4.5cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below)**
  ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

    (ii)   **Signature in CAPITAL LETTERS will NOT be accepted.**

    (iii)   **The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

    (iv)   **The text for the hand written declaration is as follows –**

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

    (v)   **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write, they may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.).

    (vi)   **Keep the necessary details/documents ready to make** Online Payment **of the requisite application fee/ intimation charges.**

    (vii)   **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.**

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: - **19.08.2023 to 08.09.2023**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. **Application Registration:**

1. Candidates to go to the Bank's website www.hpscb.com click on the option "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.

5. 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/Identity proof. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

10. Modify details, if required, and click on "COMPLETE REGISTRATION" only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

13. Candidate shall not be allowed to appear in the online examination without Admission card/ Call letter and other required documents for identity verification.

14. The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10th /12th class mark sheet / certificate as well as on the valid Identity Card. Any change/alteration found may disqualify the candidature.

B.   PAYMENT OF FEES:

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details .**Please note that if the same cannot be generated, online transaction may not have been successful**.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C.   Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5 cm × 3.5 cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be   clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)

- Size of file should be between **20 kb–50 kb**.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature:

- The applicant has to sign on white paper with **Black Ink pen**.
- Dimensions 140 x 60 pixels (Preferred).
- Size of file should be between **10 kb–20 kb**.
- Ensure that the size of the scanned image is not more than 20 kb.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - o <u>File type:</u> jpg / jpeg
    - o <u>Dimensions:</u> 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    - o <u>File Size:</u> 20 KB – 50 KB
    - o Ensure that the size of the scanned image is not more than 50 kb.

Hand-written declaration:

- Hand written declaration content is to be as expected.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
    - o <u>File type:</u> jpg / jpeg
    - o <u>Dimensions:</u> 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
    - o <u>File Size:</u> 50 KB – 100 KB

Please note that:

> The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
> If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
> Signature/Hand written declaration in CAPITAL LETTERS shall **NOT** be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)

- Set Colour to True Colour.

- File size as specified above.

- Crop the image in the scanner to the edge of the photograph/signature/left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg

- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

    - **If the file size and format are not as prescribed, an error message will be displayed.**

    - **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

Procedure for Uploading the documents:-

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph / Signature/left thumb impression and hand written declaration.

- Click on the respective link "Upload Photograph, Signature, left thumb impression and hand written declaration "

- Browse and Select the location where the Scanned Photograph / Signature/left thumb impression / hand written declaration file has been saved.

- Select the file by clicking on it.
- Click the 'Open/Upload' button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph / Signature/Left thumb impression and hand written declaration as specified.

Note:

(1) In case the Photograph or Signature or left thumb impression or hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / Signature/left thumb impression and hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the Photograph or Signature or left thumb impression or hand written declaration declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her Photograph or Signature or left thumb impression or hand written declaration declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

DOWNLOAD OF CALL LETTER

Candidates will have to visit Bank's website **www.hpscb.com** for downloading call letters for online test. Intimation for downloading call letter will also be sent through email. . Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter, preferably the same as provided during registration, and appear at the examination center with (i) Call Letter
(ii) Photo Identity Proof as stipulated below and also specified in the call letter, and photocopy of the same Photo Identity Proof as brought in original.

Candidates reporting Late i.e. after the reporting time specified on the Call Letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the Start time of the test. Candidates may be required to be at the venue

for longer than exam duration including the time required for completion of various formalities such as verification and collection of various requisite documents, for giving logging in and logging off instructions for the exam etc.

GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING SERVICES OF A SCRIBE:

(i)   The visually impaired candidates whose writing speed adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits specified below. In all such cases where a scribe is used , the following rules will apply :

*   The candidates will have to arrange his/her own scribe at his/her own cost.
*   The scribe arranged by the candidates should not be a candidate for the same examination if violation of the above is detected at any stage of the process, candidature of both the candidates and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
*   A person acting as a scribe for one candidate cannot be scribed for another candidate.
*   Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.
*   During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
*   The scribe may be from any academic stream.
*   Both the candidates as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of online examination.
*   Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
*   Only candidates registered for compensatory time will be allowed such concessions, since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concession.

(ii)   **Guidelines for candidates with locomotors disability and cerebral palsy:**
A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) **Guidelines for visually impaired candidates :**
*   Visually impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advise of examination.

- These guidelines are subject to change in terms of Govt. of HP guidelines/clarifications if any from time to time.

EWS (Economically Weaker Section)

(i) As notified by the State Government of H.P. vide notification No. PER(AP)-C-B(12)-1/2019 dated 11.06.2019 issued by the Department of Personnel (AP-III), H.P., the persons belonging to Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SCs, STs and OBCs will be eligible to get 10% reservation in direct recruitment in the services of the State Government and Public Sector Undertakings etc.

(ii) Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 4.00 lakh (Rupees four lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for ·the financial year prior to the year of application.

(iii) The benefit of reservation under EWSs category (Other than SCs/STs/OBCs) can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as prescribed by the Government of H.P. from time to time. The Income and Asset Certificate issued by anyone of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:

  i) Deputy Commissioner/Additional Deputy Commissioner/ Additional District Magistrate;
  ii) Sub-Divisional Officer (Civil) of the area where the candidate and/or his family normally resides; and
  iii) Revenue Officer not below the rank of Tehsildar.

Note-I: However, apart from the families with income ceiling of Rs 4.00 Lakh per annum subject to exclusion criteria, the B.P.L./IRDP/Antodaya families (subject to production of valid certificate issued by the competent authority and countersigned by the Block Development Officer and supplemented by the non-SC / ST / OBC certificate issued by the competent authority) will also be treated as eligible for this 10% EWSs reservation.

Note-II: The candidates under General category who are possessing BPL/IRDP certificates may apply for the posts reserved for EWS category since there is no posts earmarked for General-IRDP and option for a General category candidate to tick IRDP category will remain inactive/disable.

Note-III: The appointment under this reservation category shall be provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false, the services of said appointee will be terminated forthwith without assigning any further reasons and

without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/ false certificate.

Note-IV: If eligible EWS candidate(s) is/are not available for selection, the post(s) will be treated automatically as de-reserved and will be filled-up from non-EWS candidate(s) of unreserved category.

IDENTITY VERIFICATION

In the examination hall, the call letter along with original identity proof and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/Aadhar/E-Aadhar Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/university with a photograph/ Employee ID with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination. Ration card and Learner's Driving Licence is not a valid ID proof.

Note:

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with examination call letter while attending the examination without which they will not be allowed to take the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name appearing on the photo identify proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the call letter and the photo identify proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, they will be allowed only if they produce gazette notification/their original marriage certificate/affidavit in original.

EXAMINATION CENTERS:

The online examination shall be conducted at various centers. The candidate shall have to indicate six choices of centers - 2 within HP State and 4 from outside HP State in the application from the list of examination centers mentioned below. Every effort will be made to allot the center of candidate's choice within Himachal Pradesh for undertaking the test under ONLINE mode. In case it is not possible to allot any centre of choice within Himachal Pradesh, then only centers of choice outside Himachal Pradesh will be considered for allotment. The allotment shall be based on availability of accommodation on the date of test.

Hence, in the centers where there is a mismatch between demand and capacity, other than opted center may be allotted to the Candidate where he/she will have to take the test.

(i) The list of Examination Centers in Himachal Pradesh:

Sr. No.	Name of District	Exam Venue
1	Bilaspur	Bilaspur
2	Hamirpur	Hamirpur
3	Mandi	Mandi
4	Solan	Baddi

(ii) The list of Examination Centers outside Himachal Pradesh

Sr. No.	Name of District	Exam Venue
1	Chandigarh	Chandigarh
2	Ambala	Ambala
3	Jalandhar	Jalandhar
4	Mohali	Mohali
5	Patiala	Patiala
6	New Delhi and NCR	New Delhi and NCR

Note:- Every candidate should select 6 centers - 2 within HP State and 4 from outside HP State.

The examination will be conducted online on the venues given in the respective call letters.

1. No request for change of center/venue/date/session for Examination shall be entertained.
2. HPSCB, however, reserves the right to cancel any of the Examination Center and/ or add some other Center at its discretion, depending upon the response, administrative feasibility etc.
3. HPSCB reserves the right to allot the candidate any center (within or outside Himachal Pradesh) other than one he/she has opted for.
4. Candidate will appear for the examination at an Examination Center at his/her own risk and expenses and HPSCB will not be responsible for any injury or losses etc. of any nature.
5. Choice of center once exercised by the candidate will be final.
6. If sufficient number of candidates do not opt for a particular center for "Online" examination, HPSCB reserves the right to allot any other adjacent center to those candidates OR if the number of candidates is more than the capacity available for online exam for a particular center, HPSCB reserves the right to allot any other center to the candidate.
7. **Every candidate should select 6 centers - 2 within HP State and 4 from outside HP State.**
8. **No TA/DA shall be admissible for appearing in written Examination/Interview.**

General Instructions:

1.   The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. The possibility of occurrence of some problem in conducting examination cannot be ruled out completely, which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct another examination if considered necessary. Decision of HPSCB in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for the exam.
4. Since the applications are being sought online and no other documents have been sought at the time of application, the candidate has to ensure that he/she possesses all the qualifications for the post applied, including working experience where desired. The candidate shall appear in the examination at his/her own responsibility and he/she does not possess any right to be selected but subsequently, if the candidate is declared successful in online examination, he/she shall be considered for appointment only when **he/she appears for interview before the Selecting Authority of the Bank and** submits all the required original documents to the concerned officer for verification and further recourse.
6. If, at any time, it comes to notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
7.   Recruitment to the posts shall be on a probation for a period of two years, provided if the appointing authority is of the option that an extension of the probationary period is necessary, it may further extend the period by such time as it may deem fit. Provided further that the total period of the probation shall in no case exceed three years. If the work or conduct of a probationer is not considered satisfactory by the Managing Director, the services of the probationer may be terminated by the Bank without assigning any reason, whatsoever by an order in writing under the signature of the Managing Director.
8. In case the performance of the probationer is not found satisfactory, the services of the probationer will be terminated without assigning any reason as per the relevant provisions of Bank's Service Rules.
9.   Candidates already employed in regular (confirmed) services will have to submit NOC and a good character certificate from his employer at the time of evaluation of relevant documents. Non-availibility of such NOC at the time of evaluation of documents will result in cancellation of candidature.

10. Fee once paid shall not be refunded. HPSCB reserves the right to change the vacant post details at any time and also to cancel the recruitment procedure at any stage. The decision on it of HPSCB shall be final.

11. Decision of HPSCB in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by HPSCB in this behalf.

12. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session may be required if the node capacity is less or some technical disruption takes place at any center or for any candidate.

13. Selected candidates will be posted anywhere in area of operation of H.P. State Cooperative Bank in Himachal Pradesh.

14. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by HPSCB in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

15. The selection of candidate will be on the basis of final merit list prepared by HPSCB on the basis of total marks obtained in online Phase-II (Main Examination) and subsequent interview process as per laid down criteria. If two or more candidate gets equal marks, the preference shall be given to candidates possessing higher academic qualifications and those belonging to the State of H.P.

16. Apart from above, preference will be given only at the entry point to the bank service to candidates possessing 'Post Graduate Diploma in Business Administration (Cooperation)' from Vaikunth Mehta National Institute of Cooperative Management, Pune.

17. No person shall be eligible for appointment to any post in the Bank if he is in near relation to any Director of the Board and such Director is associated with the selection or recruitment process of employees, notwithstanding the fact that the said process o examination shall be conducted by an independent recruitment agency. The term 'near relation' shall have the same meaning as defined in Rule 2(xxvi) of the H.P. Cooperative societies Rules, 1971.

18. 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.

19. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS:**

   Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, evaluation of documents or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i) Using unfair means, or

ii) Impersonating or procuring personating by any person, or

iii) Misbehaving in the examination/interview hall or disclosing publishing reproducing transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or

iv) Resorting to any irregular or improper means in connection with his/her candidature, or

v) Obtaining support for his/her candidature by any means, or

vi) Carrying mobile phones or similar electronic device of communication in the examination hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable;

    a) To be disqualified from the examination for which he/she is a candidate.

    b) To be debarred either permanently or for a specified period from any examination conducted by the Bank.

    c) For termination of service, if he/she has already joined the Bank.

20. In case any dispute relating to the selection process arises, the decision of the Registrar, Co-operative Societies of Himachal Pradesh shall be binding and final. For any litigation, the area of jurisdiction shall be Shimla (Himachal Pradesh) only.

21. For any clarification please send an e-mail to recruitment@hpscb.com .

22. The Bank shall be at liberty to issue any clarification in reference of this recruitment process, if required at any stage which will be displayed on Bank's website.

Sd/-
Managing Director

Place: **Shimla**