

**HIMACHAL PRADESH BOARD OF SCHOOL
EDUCATION DHARAMSHALA-176213**

GUIDELINES & PROCESSING OF ONLINE APPLICATION FORM

FOR

**Written examination for recruitment of Junior Clerks in
The HP State Co-Operative Bank Ltd. Head Office, The
Mall, Shimla-171001**



Date of submission of online application: 01/08/2017
Last date of submission of application: 15/08/2017
Date of examination: 27/08/2017

PROSPECTUS

Tel. No. 01892-242192/242115
242117/242173

E- mail ID. : hpbose2011@gmail.com
Website: www.hpbose.org.

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IMPORTANT INSTRUCTIONS

Submission of online application:	01.08.2017
Online Closing date:	15.08.2017
Date of examination:	27.08.2017
Examination timing:	(11:00AM to 12:30PM)

1.	<p>online application form भरने हेतु प्रक्रिया निम्न प्रकार से होगी:-</p> <ol style="list-style-type: none">1. अभ्यर्थी बोर्ड वेबसाईट www.hpbose.org पर उपलब्ध HPSC Bank Recruitment-2017 link पर जाकर click करें। इसके पश्चात दिशा-निर्देश (instructions) खुलेगी। दिशा-निर्देशों के नीचे online application भरने हेतु new registration को click करें तदोपरान्त registration form को भरने उपरान्त Submit करें, Submit करने उपरान्त अभ्यर्थी को उसका online application No. प्राप्त होगा।2. Online application No. प्राप्त होने उपरान्त registration लिंक में Sign-In Option पर जाएं, अपना Application No. और जन्म तिथि डालकर प्रवेश सम्बन्धी समस्त प्रक्रिया जैसे कि अभ्यर्थी की समस्त जानकारी ध्यानपूर्वक भरें तदोपरान्त अगले चरण में फोटोग्राफ/हस्ताक्षर अपलोड करने होंगे। अगर अभ्यर्थी अपना Application No. भूल जाता है तो वह Forget link पर जा कर अपने Application No. को प्राप्त कर सकते है।3. अगले चरण में शुल्क सम्बन्धी प्रक्रिया होगी जिसमें अभ्यर्थी को Payment Gateway के माध्यम से ऑनलाईन शुल्क निम्न प्रकार से जमा करवाना होगा:- <u>अभ्यर्थी को Online application में Payment Gateway लिंक पर Click करने उपरान्त Debit Card/Credit Card के माध्यम से शुल्क जमा करवाना होगा।</u>4. शुल्क सम्बन्धी प्रक्रिया उपरान्त online application में confirmation page का print out लेकर एक प्रति अनुभाग अधिकारी, भर्ती सैल, हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला - 176213 के नाम से भेजेगा। <u>अभ्यर्थी द्वारा बिना शुल्क के प्राप्त आनलाईन आवेदनों को रद्द कर दिया जायेगा।</u>5. अभ्यर्थी किसी भी online activity access के लिये अपने ऑन-लाईन ऐप्लीकेशन नम्बर को स्थायी रूप से अपने पास रखें, ऐप्लीकेशन नम्बर एवं DOB डाल कर Admit Card/Roll No. को download कर सकते है।
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2.	<p>The board will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidate is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, category, DOB and other particular etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the personal/oral examination as per norms. At the time of scrutiny if any claim in the application is not found substantiated, the candidature will be cancelled. The decision of the bank in this regard shall be final.</p>
3.	<p>Before applying candidates in their own interest are advised to go through the detailed instructions in the “PROSPECTUS” carefully which is available on the website (www.hpbose.org) of the Board.</p>
4.	<p>Fee payable through Debit Card and Credit Card.(Payment gateway)</p>
5.	<p>Mobiles including earphones and connected cords and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switched off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled.</p>
6.	<p>The Board entertain & encourages candidates to apply on line. Submission of online application avoids data discrepancies, Non/wrong delivery of admit cards etc. as admit card can be downloaded from the website of the Board.</p>
7.	<p><u>Instructions to fill responses in the response sheet in the examination centre :</u></p> <p>(i) The candidate must satisfy himself/herself that the OMR Response sheet distributed to him/her in the examination hall for Jr. Clerks there will contains question No. from 1 to 85 each . Each question has four options A, B, C, D to answer the questions asked.</p> <p>(ii) Candidate must write his/her name in Block letters in the Box provided on the top of the response sheet using a black/blue pen.</p> <p>(iii) The Question booklet series, as given on the question booklet (to be provided in the examination hall) must be written in the box provided.</p> <p>(iv) Candidate must put his/her signature in the box provided in the response sheet.</p> <p>(v) Please do not write anything in the box provided for invigilator's signature. Each response sheet must be signed by the invigilator.</p> <p>(vi) Write your complete roll number in the prescribed rectangles by writing one digit in each rectangle including zero if any in the beginning of the roll no. if any . For Example if your roll number is 002572, you should write it as :</p>

0	0	2	5	7	2
●	●	①	①	①	①
①	①	①	①	①	①
②	②	●	②	②	●
③	③	③	③	③	③
④	④	④	④	④	④
⑤	⑤	⑤	●	⑤	⑤
⑥	⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	●	⑦
⑧	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨

(vii) The question booklet will have 85 Questions for Jr.Clerksl. After reading the question carefully, the correct response (circles) against each question has to be darkened using a blue/black pen.

For Example :

Q.1. If $40+90x=220$, then the value of x is

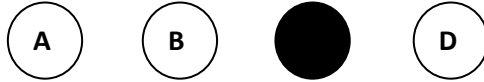
① 2 ② 4 ③ 4 ④ 1

Answer ● ② ③ ④

Q.2. The Capital of Rajasthan is

(A) Mumbai (B) Chandigarh (C) Jaipur (D) Udaipur

Answer



As in the above example no. 1 the correct answer is (A), so the option (A) has to be darkened. similarly in example no. 2, the option (C) is to be darkened.

(viii) Only one response is to be selected & marked. In case more than one response is marked for a single question, no marks will be given to the candidate for the question.

(ix) Each question is of one(01) marks .

(x) Do the encoding carefully as given in the illustrations. While encoding your particulars or filling the responses in the response sheet, you should darken the circle corresponding to the correct choice in full, no part of the circle should be left unfilled.

You must make your responses only on the response sheet given to you in the examination hall. Responses marked on the test booklet or any paper other than the answer sheet shall not be examined and the candidate himself/herself will be responsible

- The candidate must bring with him/her hard board and blue/black ball pen in the examination hall.
- The candidate must reach the examination hall 30 minutes before the commencement of examination to fill-up particulars on the response sheet.
- OMR Scorable response sheet will be used. Therefore, marking of response has to be done carefully to avoid smudging or creasing of sheet.

IMPORTANT DATES:-

Sr. No.	Description	Dates
1.	Submission of online Application	01.08.2017
2.	Last Date for Submission of online Application	15.08.2017
4.	Download Admit Card from Board's website	5 days before commencement of examination
5.	Date of Examination	27.08.2017 (SUNDAY)

The applicants are strongly advised to apply online well in time without waiting for the last date of submission of online application.

The H.P. State Co-Operative Bank Ltd, assign the work to Himachal Pradesh Board of School Education, Dharamshala for written examination for appointment of Junior Clerks on regular basis vide his letter Ref. No. SctB/HO/ Estt./Misc.-355(JC)/4671/2017-18 dated 17/07/2017.

Details and Prerequisites for Appointment of Junior Clerks in the H.P. State Co-Operative Bank Ltd.The Himachal Pradesh State Cooperative Bank Ltd. Head office, The Mall Shimla - 171001.

**DETAILS AND PREREQUISITES FOR RECRUITMENT PROCESS OF JUNIOR CLERKS
IN THE BANK.**

1. Number of posts to be filled : 70

SN	Particulars of Category/Sub Category as per roster requirement	No of posts earmarked
1	GENERAL	25
2	SC	11
3	ST	01
4	OBC	08
5	EX-SERVICEMAN(GENERAL)	05
6	EX-SERVICEMAN(SC)	02
7	EX-SERVICEMAN(ST)	01
8	EX-SERVICEMAN(OBC)	02
9	IRDP(GENERAL)	06
10	IRDP(SC)	02
11	IRDP(ST)	01
12	IRDP(OBC)	02
13	WFF(GENERAL)	01
14	PH(GENERAL)	03 (One each) a) Blindness and low vision b) deaf and hard of hearing c) locomotor disability
	TOTAL	70

(a) It is clarified that only such persons would be eligible for reservation under Physically Handicapped quota who suffer from not less than 40% disability .

(b) The candidates belonging to all reserved categories should be bonafide Himachali only.

(c) An Ex Serviceman will be as defined by the Department of Personnel , Govt of HP and should belong to H.P.

(d) The wards of Ex Servicemen are not eligible for the posts advertised for Ex Servicemen.

(e) 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.

(f) 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 however in the latest prescribed format.

(g) The candidates of reserved category(s) of other states will be treated as general candidates and the benefits of reservation and fee concession will not be admissible to such candidates, if applies.

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 advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. The qualification of Scribe should not be more than 10+1 class . The verification of Scribe shall be ensured by the center superintendent at the time of examination. It will be the responsibility of the candidate to make available the suitable scribe along with the proof of qualification certificate before the center superintendent.

2. Pay Scale : In the Pay Band RS. 10300-34800/- +Grade pay Rs. 3200/-

3. Eligibility criteria for the post:

Educational Qualification (as on last date of registration of the application as will be quoted in advertisement notice to be published)

" 10+2 with 50% marks or a graduate or above of a recognized university (5% relaxation to SC/ST/IRDP/ Antodya candidates)".

4. Age (as on 1st January, 2017):

"Candidate should be above 18 years and below 45 year of age. The candidate born between 01-01-1999 and 02-01-1972 (both days inclusive) are eligible."

In case of SC/ST candidates if apply upper age is relaxable by 5 year". as per R& P rules of the Bank.

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):

GENERAL CATEGORY and ALL CANDIDATES OF OTHER STATES	Rs. 600/- (Rupees Six Hundred only)
SC/ST/OBC/PHH (with in the H.P state)	Rs. 400/- (Rupees Four Hundred only)

6. Examination Centers :

Examination centre shall be in compatibility with the number of application received and preferably at Sub Division level in the State .

The examination centre once allotted to the candidate shall not be changed. No request for change of examination centre shall be entertained at any stage. While every effort shall be made to allot a center of choice of the candidate, the H.P. Board of School Education reserves the right to allot/change or cancel any examination centre at its discretion

7. 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 written examination and syllabus shall be that of 10+2 standard of HP Board of School Education).

8. Total marks for written Examination :

The written test/examination will be of multiple choice objective type for 85 marks .The set of question paper should be consisting of 4 parts carrying 25 marks in General knowledge (including HP General Knowledge),and 20 marks each in rest of 3 parts i.e General English , General Hindi and Quantitative Aptitude (including maths & Reasoning).

9. Duration of written examination:

90 Minutes .

10. USE OF CALCULATING DEVICES/ELECTRONIC GADGETS/PHONES/ WRITTEN/TEXTUAL MATERIAL:-

Use of Calculators, Watches with Facilities of Calculator and Cellular Phones is strictly prohibited in the Examination Hall. Candidates are also strictly forbidden from carrying any Textual Material printed or written, bits of paper, envelope or any other material into the Examination Hall except the Admit Card.

11. ADMIT CARD

The Admit Card shall be issued only to those candidates who have submitted their Application Form complete in all respects within the stipulated time frame and who fulfils the minimum eligibility criteria laid down for the purpose. The Admit Card shall be download from board website www.hpbose.org before the five days commencement of examination.

Admit Card is not transferable to any other person. Impersonation is legally punishable/cognizable offence.

The Admit Card will contain your name, roll number, photograph, signature of the candidate, address of the examination centre and test schedule.

The Admit Card once received by the candidate should be carefully gone through and discrepancy, if any, should immediately be brought to the notice of the Board.

No candidate will be allowed to enter in the Examination Hall without a valid Admit Card.

Application form without online shall not be considered and no Admit card shall be issued to such candidates.

Other Instructions:-

1. Any Indian Citizen can apply against the advertised posts and it does not require him/her to be a domicile of Himachal Pradesh. However, the desirable qualification for direct recruitment is that he/she should have knowledge of customs, manners and dialects of H.P. and suitability of candidate for appointment in the peculiar conditions prevailing in H.P.
2. 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 and it will lead to disqualification of the candidate from the selection process and further he/she will not be allowed to appear in any HPSC Bank recruitment process in the future. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.
3. 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 Board.
4. Candidates should apply online by visiting the Board website www.hpbose-org. No other mode of application will be accepted.
5. Eligible candidates have to appear for a written test and interview/Document verification at their own expense at the venue and date notified on call letter.

6. Admission to written examination will be purely provisional without verification of age/qualification/experience/category/SC/ST/OBC) 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/Document verification. 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 personal interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal inquiries shall be entertained by the Bank in this regard.
7. Canvassing in any form will be a disqualification.

-sd-
SECRETARY