

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

GUIDELINES & PROCESSING OF ONLINE APPLICATION FORM

FOR

**Written examination for recruitment of various category
of posts under direct recruitment quota and service Rules
for the employees of the Bank on contract basis on 22nd
November, 2015**



Date of submission of online application: 14/10/2015
Last date of submission of application: 28/10/2015
Date of examination: 22/11/2015

**Vacancy for GR-III Officers, GR-IV Clerical and Computer Operator in
Kangra Central Co-operative Bank Ltd. Head office Dharamshala-Distt-
kangra-176215**

PROSPECTUS

**Tel. No. 01892-242108/242173/242192
242125/242120**

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KANGRA CENTRAL COOPRATIVE BANK EXAMINATION-2015

IMPORTANT INSTRUCTIONS

Submission of online application:	14.10.2015
Online Closing date:	28.10.2015
Date of examination:	22.11.2015
Examination timing:	(10 Am to 12Noon for Gr.III Officer) (01 PM to 3.00PM for Gr-IV Clerical) (3.30PM to 4.00 PM for Computer Operator)

1.	online application form भरने हेतु प्रक्रिया निम्न प्रकार से होगी:- 1. अभियार्थी सबसे पहले बोर्ड वेबसाईट www.hpbose.org पर KCC (Kangra Central Co-Operative Bank) के link पर click करें। इसके पश्चात दिशा-निर्देश (instructions) खुलेगी। दिशा-निर्देशों के नीचे online application भरने हेतु new registration को click करना होगा, जिससे अभ्यार्थी को उसका online application No. प्राप्त होगा। 2. Online application No. प्राप्त होने उपरान्त प्रवेश सम्बन्धी कोई भी प्रक्रिया जैसे शुल्क और फोटोग्राफ/हस्ताक्षर आदि भरने/ Upload हेतु SignIn की option का प्रयोग करना होगा। Sign-In करते समय अभ्यार्थी को Application No. और जन्म तिथि भरनी होगी। 3. online Application No. जारी/प्राप्त होने के उपरान्त अभियार्थियों को, तत्पश्चात online फीस जमा करवाने हेतु online bank Voucher generate होगा। जिसमें अभियार्थी bank Voucher का print out लेकर उसमें दर्शाये गये बैंक:- (i) (Kangra Central Co-Operative Bank Ltd. Dharamshala) में बोर्ड के online Bank Account No.50062209781) में फीस जमा करवायेगा। अगर अभियार्थी अन्य बैंकों से सचिव, स्कूल शिक्षा बोर्ड के उक्त online खाते में शुल्क जमा करवाना चाहते हैं तो उन्हें उक्त खाते का IFSC Code-(KACE0000002), Branch देना आवश्यक होगा। (ii) Himachal Pradesh State Co-Operative Bank) में बोर्ड के online Bank Account No.18520100061) में फीस जमा करवायेगा। अगर अभियार्थी अन्य बैंकों से सचिव, स्कूल शिक्षा बोर्ड के उक्त online खाते में शुल्क जमा करवाना चाहते हैं तो उन्हें उक्त खाते का IFSC
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	Code- (YESB0HPB185) , Branch में देना आवश्यक होगा। Online Bank Voucher में दिये गये बोर्ड के बैंक खाता न० में Net Banking करके भी फीस जमा करवा सकते है। Net Banking करने पर मोबाईल में Bank Transaction I.D का अलर्ट आने पर Transaction I.D को application में भरकर नीचे दिये गये क्रम 4-5 के अनुसार submit करना होगा। 4. फीस जमा करवाने उपरान्त बैंक द्वारा दी गई transaction I.D को online application में दोबारा से online Application No. को signin में login करके online application में बैंक द्वारा दी गई transaction I.D & date(dd-mm-yyyy) जैसे कि अगर बैंक की depositing date 05-07-2015 तो अभ्यार्थी को 05-07-2015 भरना होगा नाकि 05/07/2015. 5. उक्त उपरान्त Application में Date, amount, application Transaction I.D, Bank Name इत्यादि submit करने उपरान्त online application में confirmation page का print out लेकर एक कापी बैंक द्वारा जारी की गई transaction I.D slip सहित अनुभाग अधिकारी, भर्ती शाखा, हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला -176213 केनाम से भेजेगा। अभियार्थी द्वारा online fees की झूठी(fake)जानकारी देने पर उसकी पात्रता/online Application को रद्द कर दिया जायेगा।
2.	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 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 Government/Board/ Board constituted committee decision shall be final.
3.	Before applying candidates in their own interest are advised to go through the detail instructions "PROSPECTUS" and also available on the website (www.hpbose.org) of the Board carefully.
4.	The candidates seeking reservation benefits available for SC/ST/OBC/PH/EXM must ensure that they are entitled to such reservation as per eligibility prescribed in the "PROSPECTUS". They should also be in possession of the certificates in the prescribed format in support of their claim at the time of

	personal/oral examination as per norms. Copies of the certificate, etc. will be sought at the time of personal/oral examination.
5.	Candidates with disability of 40% or more only would be considered as HANDICAPPED (H) for availing reservation for H, wherever, such reservation is applicable.
6.	Fee payable through online application or bank challan in favor of Secretary, H.P. Board of School Education Dharamshala (Kangra) .
7.	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.
8.	The Board 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.
9.	In case an applicant intends to appear in more than one post he/she shall have to submit separate online application and fee for each post.
10.	<u>Instructions to fill responses in the response sheet in the examination centre :</u> (i) The candidate must satisfy himself/herself that the OMR Response sheet distributed to him/her in the examination hall contains question No. from 1 to 200 for Gr-III Officers & for Gr-IV Clerical /computer operator each, whereas for computer operator there will be an additional exams of 50 marks test relating to computer knowledge to be conducted immediately after the close of examination of grade –IV Clerk .Each question has four options A, B, C, D to answer the questions asked. (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. (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. (iv) Candidate must put his/her signature in the box provided in the response sheet. (v) Please do not write anything in the box provided for invigilator's signature. Each response sheet must be signed by the invigilator. (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 :

0	0	2	5	7	2
☒	☒	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☒	☐	☐	☒
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☒	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☒	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐

(vii) The question booklet will have 200(GR-III Officer & GR-IV Clerical) & 250(Computer Operator) questions. 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

☐ A 2 ☐ B 4 ☐ C 4 ☐ D 1

Answer ☒ B ☐ C ☐ D

Q.2. The Capital of Rajasthan is

☐ A Mumbai ☐ B Chandigarh ☐ C Jaipur ☐ D Udaipur

Answer: ☐ A ☐ B ☒ C ☐ D

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 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 Scannable response sheet will be used. Therefore, marking of response has to be done carefully to avoid smudging or creasing of sheet.
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IMPORTANT DATES :-

Sr. No.	Description	Dates
1.	Submission of online Application	14.10.2015
2.	Last Date for Submission of online Application	28.10.2015
3.	Last Date for Payment through E-Challan or Debit/Credit Card by the candidate	28.10.2015
4.	Download Admit Card from Board's website	10 days before commencement of examination
5.	Date of Examination	22.11.2015

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

The Kangra Central Co-Operative Bank Ltd, assign the work to Himachal Pradesh Board of School Education, Dharamshala for written examination for recruitment of various category of posts under direct recruitment quota and Service Rules for the employees of the Bank on contract basis from Indian Citizen vide his letter F-10822 dated 06/10/2015. The written test shall be conducted for the following post:-

Post Code	Post Name	Total	General	SC	ST	OBC
1.	Gr-III Officer	15	UR -5 UR (EXM) -7	SC - 1	ST -1 ST (EXM) -1	---
2.	Gr-IV-Clerk (For General Public)	74	UR -43 UR (IRDP) -2 UR (PH-O) -2 UR (WFF) -1	SC -13 SC (IRDP) -1 SC (PH-O) -1 SC (WFF) -1	ST -3	OBC -5 OBC (IRDP) -1 OBC (WFF) -1
3.	Gr-IV-Clerk (against working trained Secretary of (PACS) Quota 80%)	46	UR -22 UR (PH-O) -1 UR (WFF) -1 UR (PH-D) -1	SC -11	ST -2	OBC -8
4.	Gr-IV Clerk (Against Employee of other COOP. Society Quota (20%))	8	UR -3 UR (PH-O) -1	SC -3	----	OBC -1
5.	Gr-IV Computer Operator	11	UR -3 UR (EXM) -1 UR (IRDP) -2	SC -2 SC (EXM) -1	----	OBC -2
	TOTAL	154				

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

The qualified candidates shall be in the ratio of 1:3 depending on the number of vacancies.

Abbreviations: GEN (General), SC (Scheduled Caste), ST (Scheduled Tribe), OBC (other Backward Classes), EXM (Ex-Serviceman), PH-D (Physically Challenged-Hearing Impaired), PH-

O(Physically Challenged-Orthopedically), WFF(Ward of Freedom Fighter)PACS(Primary agriculture co-operative society).

1. SELECTION PROCEDURE:-

The selection will be made based on written test and interview. The written test will be of multiple choice objective type. The examination will be on Test of Reasoning, English Language, Numerical Ability/Quantitative Aptitude, General Knowledge/Financial Awareness, Computer & Clerical Aptitude. Out of these tests listed above the composition/number of tests will depend upon the post/grade applied for. For Technical post, examination will also contain questions related to specific specialization and for the post of Computer Operator-Gr-IV, the candidates will have to appear in the written test meant of Clerk-Gr-IV. However, they will be subjected to an additional 50 marks test relating to computer which can be conducted immediately after the close of the examination for Clerks-Gr-IV. **The candidates will have to appear in the written test and interview at their own expense.**

2. AGE:-

The applicant should be between 18 and 45 years as on last date of submission of application forms. The upper age limit is relaxed by 05 years for candidates belonging to SC/ST/OBC/WFF(U.R)/Persons with Disabilities(U.R) and the relaxation in the age limit to the Ex-man candidates shall be as per State Government guidelines and to be decided as the time of interview committee KCCB. Further 5 year relaxation shall also be provided to the candidates who are already employed in co-operative societies. The eligibility of the candidates will be taken as on last date of submission of application forms.

3. Educational Qualification/Eligibility:-

For Gr-III Officer: (i)General candidates and others- Graduation or equivalent with 55% marks or Commerce Graduate with 50% marks from a university recognized by State/Central Government with Computer Knowledge.

(ii)SC/ST/OBC and Physically Challenged candidates- Graduate or equivalent with 50% marks or

commerce graduate with 45% marks from university recognized by the State/Central Govt. with computer knowledge. Preference to candidates with post graduation as also with qualification in discipline like economics, statistics etc. and additional weightage for technical or professional qualification or CAIIB or experience in the relevant field for specialist officers. (Candidates shortlisted for the interview to be tested for practical use of computers)

For Gr-IV:Clerks: Candidate must possess 10+2 with at least 50% marks or Graduate/Post Graduate in any discipline and should have knowledge of computer 5% concession in minimum qualification will be applicable to SC/ST/OBC/PH Challenged candidates.

Concession/grace of 5% marks in minimum qualification for trained secretaries/Asstt. secretaries having at least 5 years experience in Cooperative Society and having Diploma in Cooperation.

For Grade-IV: Computer Operator: Graduate in any stream with PGDCA of one year/BCA from recognized University. Working knowledge of office automation activities like word processing, data handling and basic network & troubleshooting.

Desirable: Candidates having studied mathematics/economics/ statistic/ commerce elective subject.

Further any Indian Citizen can apply against the advertised posts and it does not require him/her to be a domicile of Himachal Pradesh. However, for direct appointment it is desirable 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.

4.Guidelines for persons with disabilities using a scribe:-

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

- The candidate will have to arrange his/her own scribe at his /her own cost.
- The scribe arranged by the candidate 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 candidate and the scribe will be cancelled.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist officers post the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate 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 fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the 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 concessions.

(ii) Guidelines for Candidates with locomotors disability and cerebral palsy:

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor 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 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.

These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

5. Composition of Marks for written exams :-

Sr. No.	Name of Post	Name of Paper	Distribution	Marks	Timing
1.	For Gr-III Officers	(1) General Awareness	(1) Current affairs	10	2hrs.
			(2) General Knowledge	10	
		(2) Quantitative Aptitude	(3) Questions of HP GK	20	
			(4) Basic awareness of computers	10	
			Total	50	
			(1) Numerical ability	35	
			(2) Data analysis	15	
2.	For Gr-IV Clerical	(1) General Awareness	(1) Current affairs	10	2 hrs
			(2) General Knowledge	10	
		(2) Quantitative Aptitude	(3) Questions of HP GK	20	
			(4) Basic awareness of computers	10	
			Total	50	
			Numerical ability Of matriculation level	50	
			(1) Verbal and non verbal	30	
		(3) Reasoning	(2) Clerical aptitude	20	
			Total	50	
		(4) English	Language	50	
			Grand Total	200	

			Grand Total	200	
3.	For Computer Operator	(1)General Awareness	(1)Current affairs	10	2h 30min
			(2)General Knowledge	10	
			(3)Questions of HP GK	20	
			(4)Basic awareness of computers	10	
			Total	50	
		(2)Quantitative Aptitude	Numerical ability Of matriculation level	50	
		(3)Reasoning	(1)Verbal and non verbal	30	
			(2)Clerical aptitude	20	
			Total	50	
		(4)English	Language	50	
		(5)Knowledge of Computer Applications	-----	50	
			Grand Total	250	

Note:- The marks for the interview shall not be more than 15% of the total marks so prescribed for the written examination and interview. Due weightage for factors like experience, academic qualifications/track record etc. will be given by the selection committee during the selection process.

6.Terms of Employment:-

1. The appointment will be purely on contractual & temporary basis initially for one year only.
2. The contract may be renewed after expiry of the contract period subject to the performance of the candidate and availability of the vacancies.
3. After the completion of 5 years of contractual period in continuity, they shall be eligible for regularization subject to availability of vacancies, eligibility, suitability and satisfactory performance of the candidate.

7.Honorarium/Allowances/Emoluments:-

The appointee will be entitled to the initial Basic Pay of the post plus Grade Pay and applicable Dearness Allowance (DA). Further an amount of 3% of the pay & Grade Pay or the post as annual increase will be allowed if his/her work and conduct is found satisfactory on completion of each subsequent year(s). The appointee will be entitled to get fixed sum of RS.100/- per month as medical allowance. No other allowances /other benefits either during the contract period or on termination of the contract like gratuity, leave encashment shall be admissible. However, an appointee will be entitled for TA/DA during official tour as applicable to the regular counterpart officials at the minimum of the pay band. The initial basic pay of above mentioned categories are as under:

- | | |
|---------------------------------------|-----------------------------|
| 1. For Gr.III Officer | Rs.10300+4200+Applicable DA |
| 2. For Gr-IV(clerk)/Computer Operator | Rs.10300+3200+Applicable DA |

8.Examination Centre:-

The Examination Centre will be allotted only within Himachal Pradesh at Sub-Divisional Headquarters of each District. The list of Sub-Divisions along with their corresponding codes is as under:-

Revenue Sub-Division	Code	Revenue Sub-Division	Code
Bilaspur	01	Kaza	31
Ghumarwin	02	Keylong	32
Bharmour	03	Udaipur	33
Chamba	04	Dharampur (Mandi)	34
Chowari	05	Gohar	35
Dalhousie	06	Joginder Nagar	36
Killar(Pangi)	07	Karsog	37
Salooni	08	Mandi	38

Tissa	09	Padhar	39
Barsar	10	Sarkaghat	40
Bhoranj	11	Sunder Nagar	41
Hamirpur	12	Chopal	42
Nadaun	13	Dodra Kewar	43
Sujanpur	14	Rampur	44
Baijnath	15	Rohru	45
Dehra	16	Shimla	46
Dharamshala	17	Theog	47
Jaisinghpur	18	Nahan	48
Jawalamukhi	19	Paonta Sahib	49
Jawali	20	Rajgarh	50
Kangra	21	Sangrah	51
Nurpur	22	Shillai	52
Palampur	23	Arki	53
Nichar	24	Kandaghat	54
Pooh	25	Nalagarh	55
Reckong Peo	26	Solan	56
Anni	27	Amb	57
Banjar	28	Bangana	58
Kullu	29	Haroli	59
Manali	30	Una	60

9.Date of Examination:-

SR. No.	Name of Post	Date of Examination	Timings
1.	For Gr III Officer	22.11.2015 (Morning)	10AM to 12Noon
2.	For Gr-IV Clerical	22.11.2015 (Evening)	01Am to 3 PM
3.	For Computer Operator	22.11.2015 (Evening)	3.30PM to 4 PM

10.Examination Fee:-

GENERAL CATEGORY	Rs. 600/-(Rupees Six Hundred only)
SC/ST/OBC/PHH	Rs. 400/-(Rupees Four Hundred only)

Service Charges & Service Tax if applicable will be charged extra by the Bank.

The fee can be remitted in the following ways:-

1. Through Computer generated Challan by depositing the prescribed fees in designated Banks in favour of the Secretary, HP Board of School Education, Dharamshala.
2. In case an applicant intends to appear in more than one post he/she shall have to submit separate online application and fee for each post.

11.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 of disqualification of the candidate from the selection process and further he/she will not be allowed to appear in any KCC 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. If a candidate is eligible and desires to apply for more than one post, he/she should apply separately for each post. Application fee should also be remitted separately.
6. Eligible candidates have to appear for a written test and interview at their own expense at the venue and date notified on call letter.
7. 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. 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.
8. Preference will be given to higher professional/technical qualifications.
9. Canvassing in any form will be a disqualification.

Sd/-
SECRETARY