

**HIMACHAL PRADESH UNIVERSITY**  
**(NAAC Accredited "A" Grade University)**  
**Human Resource Recruitment Cell**

**GUIDELINES & PROCESSING OF ONLINE APPLICATION FORM**

FOR

Written Examination for Recruitment of Assistant Managers in the HP State Co-Operative Bank Ltd. Head Office, The Mall, Shimla-171001



Date of Opening of online Application:	11/08/2017
Last date of Submission of Application:	31/08/2017
Dates for making Corrections in Application Form	1/09/2017 to 3/9/2017
Date for Downloading Admit Cards from web Portal	11/09/2017 onwards
Date of Examination:	17/09/2017
Examination Timing:	(11:00AM to 1:00 PM)

Web Portal: [www: http://recruitment.hpshimla.in](http://recruitment.hpshimla.in)



### **Recruitment of Assistant Managers**

**HP State Co-Operative Bank Ltd. Head Office, The Mall, Shimla-171001**

- 1. Total Number of Posts(Assistant Managers) : 28 (on regular basis)**  
**PAY SCALE: Pay Band Rs.10300-34800/- and Grade Pay Rs.4200/-**

**2. Roster allocation as per roster requirement:**

<b>Particulars of Category/sub-category as per roster requirement.</b>	<b>No. of posts earmarked</b>
GENERAL	15
SC	04
ST	01
OBC	03
EX-SERVICEMAN (GENERAL)	02
EX-SERVICEMAN (ST)	01
EX-SERVICEMAN (OBC)	01
PH (GENERAL)	01 (low vision)
<b>Total</b>	<b>28</b>

- Candidates belonging to all reserved categories should be bonafide Himachali only.
- An Ex Serviceman will be as defined by the Department of Personnel, Govt. of HP and should belong to H. P.
- The wards of Ex Servicemen are not eligible for the posts advertised for Ex Servicemen.
- It may be noted that certificates issued /obtained for inclusion in OBC category is in prescribed formats as made applicable by the state of HP from time to time.
- The certificate of OBC issued by a competent authority should not be more than one year old should have been issued on in the latest prescribed format.
- 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+2 class . The verification of Scribe shall be ensured by the centre 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 centre superintendent.

**3. Eligibility Criteria:**

**“A second class graduation degree of a recognized university. In case candidate possessing banking experience of 3 years, simple graduate may also apply”**

**Age as on 1<sup>st</sup> January, 2017:** Candidate should be above 18 years and below 45 years of age. The candidates born between 01.01.1999 and 02.01.1972 (both days inclusive) are eligible.

**4. Application Fee (Non Refundable):**

GENERAL CATEGORY and ALL CANDIDATES OF OTHER STATES	<b>Rs. 800/-</b> (Rupees Eight Hundred only)
SC/ST/OBC/PHH (with in the H.P State)	<b>Rs. 600/-</b> (Rupees Six Hundred only)

Mode for collection shall be online through account maintained with HP State Cooperative Bank.

**5. Last Date for Receipt of Application:**

The last date for receipt of application is 31-08-2017 at 5.00 pm. Incomplete applications or those received after due date shall not be entertained and will be rejected summarily.

**6. Pattern of Examination and Total Marks:**

The written test/examination will consist of 100 Multiple Choice Objective type questions of 200 marks. Each question will carry 2 marks. The set of question paper will consist of 4 parts carrying 50 marks each i.e. **General Knowledge** (including General Knowledge about HP), **General English**, **General Hindi** and **Quantitative Aptitude** (including Maths & Reasoning).

**7. Duration of Examination: 2 Hours.**

**8. Examination Centres :**

Examination centre shall be in compatibility with the number of application received and preferably at District Headquarter 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 centre of choice of the candidate, the H.P. University reserves the right to allot/change or cancel any examination centre at its discretion.

**NOTE:- If the number of candidates who have opted examination centre in a particular district headquarter(s) is less than 100, University reserves the right to change their examination centre to nearest examination centre.**

## **9. 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 downloaded from University website [www.http://recruitment.hpshimla.in](http://www.recruitment.hpshimla.in) before five days of the 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 University. 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 Relevant Information:**

- 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.
- Before filling in the application form, the candidate must ensure that he/she fulfils 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 fulfil 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

discrepancies is/are detected even after the appointment, his/her services are liable to be terminated.

- 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 University.
- Candidates should apply online by visiting the University website. No other mode of application will be accepted.
- 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 who qualify the written examination, they will have to produce all the requisite certificates/documents in original with Xerox copies for verification at the time of interview/Document verification along with print copy of Online Application Form. University will not be liable for providing printed copy of online submitted application form of the candidates at any stage.** 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.

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