

Detailed Instructions for Recruitment of Ninety One posts of Junior Clerks (quota for PACS/OCS of HP) in the Bank

ONLINE applications are invited from eligible candidates for the recruitment to 91 posts of **JUNIOR CLERKS** (quota for PACS/OCS of HP) in the Bank on **REGULAR BASIS** through **IBPS, Mumbai**. The last date for applying for these posts is 29/05/2026. Applications can be filled ONLINE through Recruitment Link on website of the Bank www.hpscb.bank.in between **09/05/2026 to 29/05/2026** along with 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.

Online applications are invited from the eligible candidates for 91 posts of Jr. Clerks (quota for PACS/OCS of HP) as per the following schedule of activities:-

Activity	Date	
Opening date of submission of online application.	09/05/2026	
Last date of submission of online application.	29/05/2026	
Amount of Application Fee.	CATEGORY	FEE (non-refundable)
	GENERAL(U/R) and OBC of H.P.	Rs.1000/-
	EWS of H.P. (Economically weaker sections)	Rs.800/-
	SC/ST/ IRDP/ BPL/ANTODAYA of HP	Rs.800/-
	FEMALE CANDIDATES OF ALL CATEGORIES of HP	Rs.800/-
Date of downloading of Call Letters.	Around 7 days before examination date	
Date of online Examination.	Expected after 5-6 weeks from the last date of submission of online application (Registration process). Exact date will be decided by the Bank keeping in view the prevailing situations. The candidates will be informed accordingly on Bank's website so that they can download their call letters.	
Date of declaration of result for Online Examination.	Around 15 days after the conduct of the examination.	

The category-wise roster break up for all the vacancies of Jr. Clerks to be filled under PACS/OCS quotas is as under:

I. The category-wise roster break up for the vacancies to be filled under PACS Quota i.e. quota reserved for Trained Secretaries of PACS is as under:			
Sr. No.	Name of Post	Category	No. of vacancies
I.	Junior Clerk (PACS Quota i.e. quota reserved for Trained Secretaries of PACS of HP)	GEN/UR	19
		EWS of HP	07
		SC of HP	12
		ST of HP	02
		OBC of HP	11
		GEN (EX-SM) of HP	08
		SC (EX-SM) of HP	03
		ST (EX-SM) of HP	01
		OBC (EX-SM) of HP	02
		SC-IRDP of HP	02
		OBC-IRDP of HP	02
		GEN (WFF) of HP	01
		SC (WFF) of HP	01
		Persons with Benchmark Disabilities (PwBDs) of HP	03
			01 post each for 1). Blindness & low vision;- 2). Deaf and hard of hearing; 3). Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
	Sub-total	-----	74
I. The category-wise roster break up for the vacancies to be filled under OCS Quota i.e. quota reserved for Employees of Other Societies and employees of PACS who are not covered under the definition of "Trained Secretaries".			
Sr. No.	Name of Post	Category	No. of vacancies
II.	Junior Clerk (OCS Quota i.e. quota reserved for	GEN/UR	06
		EWS of HP	02
		SC of HP	02
		ST of HP	01
		OBC of HP	02

	Employees of Other Cooperative Societies of H.P. and employees of PACS of H.P. who are not covered under the definition of "Trained Secretaries").	OBC-IRDP of HP	01
		SC-IRDP of HP	01
		GEN (EX-SM) of HP	01
		SC (EX-SM) of HP	01
	SUB- TOTAL	-----	17
GRAND TOTAL		(I+II)	91

Note: Number of Posts to be filled up may vary depending on actual requirement at the time of final selection and may accordingly increase or decrease. Further, the candidates shall strictly apply only under the categories/sub-categories mentioned above in which the posts have been advertised.

Short name:

UR- Unreserved, Gen.-General, SC-Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class, EWS-Economically Weaker Section, EX-SM - Ex-Servicemen, PwBDs- Persons with benchmark disabilities, PH- Physically Handicapped, WFF-Ward of Freedom Fighter, IRDP- Integrated rural development programme, PACS- Primary Agricultural Cooperative Societies of H.P., OCS- Other Cooperative Societies of Himachal Pradesh.

- **The fee once remitted is non-refundable in any case.**
- The selection shall be through an online examination followed by verification/scrutiny of documents as per laid down criteria.
- All the posts will be filled on regular basis in the pay scale with minimum pay of Rs. 19900/- (level-2) + admissible allowances Per Month.
- Eligibility criteria and other relevant details are given below 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.

It may be noted that experience certificate should be issued by the concerned Inspector of society and countersigned by the Assistant Registrar, Cooperative Societies of H.P. with authentic certification based on record of concerned society and only such experience certificates shall be valid. Such experience certificate should invariably be supported with the following documentary proof:

- (i) Copy of resolution of the managing committee of concerned society to the effect of his/her initial appointment.
- (ii) Copy of the relevant pages of Statutory audit report/ note for at least 3 years for candidates applying under PACS quota and 5 years for candidates applying under OCS quota, containing reference of payment of wages/salary from the account of the society along with list of employees attached with the report/note

In case, experience quoted in application form while applying online for the post turns out to be false later on during verification/scrutiny of original certificate and record, the candidature

shall be treated cancelled/rejected summarily irrespective of his/her qualifying the online examination. Therefore, while applying for the posts reserved under society quota, the candidate should invariably ensure that he/she possesses a valid prescribed experience.

1) Primary Agricultural credit societies (PACS) include:

- i) Cooperative Multipurpose Societies Ltd.
- ii) Gram Service Cooperative Societies Ltd,

2) Other Cooperative Societies (OCS) include:

- i) Fruit Growers and Marketing Society Ltd.
- ii) Marketing and consumer cooperative societies Ltd.
- iii) Coop. Consumer Store.
- iv) Thrift & Credit Society Ltd.
- v) All other Cooperative Societies registered under HP Cooperative Societies Act, 1968.

➤ **Candidates belonging to all reserved categories should be bonafide Himachalis 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.
- The certificate of IRDP/B.P.L./Antodaya and OBC issued by a competent authority should be valid in terms of guidelines of H.P. Govt. Further, they should be issued on the latest prescribed format.
- SC/ST/OBC/EWS/PwBDs/Ex-SM and other reserved category candidates of H.P. are eligible to apply against unreserved category/general category posts but they will not be eligible to get benefits of age relaxation and fee concession.
- Candidates belonging to OBC Category will have to submit a valid certificate from competent authority that he/she is not from Creamy Layer Category.

A. Post-wise essential Qualification:-

Sr. No.	Name of Posts	Essential Qualifications
II.	Jr. Clerk (Under PACS Quota i.e. quota reserved for Trained Secretaries of PACS of H.P.)	(i) The candidate should be a Graduate in any discipline from a recognized University. Provided that the candidate should have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. This condition shall however, not apply to Bonafide Himachalis. (ii) A minimum of continuous three years service as Secretary as defined in Rule 2(vii) of the H.P. Cooperative Societies

		Rules, 1971 of Primary Agriculture Credit Society. (iii) Should be below 45 years of age as on 01.01.2026. (iv) All employees of PACS who are covered under the definition of "trained Secretaries" are eligible for the posts. (v) Candidate should not be directly or indirectly a defaulter of his/her society. Note:- In case of posts of Jr. Clerks under PACS Quota i.e. quota reserved for Trained Secretaries of PACS; Experience certificate should be issued by the concerned Inspector of society and countersigned by the Assistant Registrar, Cooperative Societies of H.P. with authentic certification based on record of concerned society and only such experience certificates shall be valid. Such experience certificate should invariably be supported with the following documentary proof: (i) Copy of resolution of the managing committee of concerned society to the effect of his/her initial appointment. (ii) Copy of the relevant pages of Statutory audit report/ note for at least 3 years containing reference of payment of wages/salary from the account of the society along with list of employees attached with the report/note. In case, experience quoted in application form while applying online for the post turns out to be false later on during verification/scrutiny of original certificate and record, the candidature shall be treated cancelled/rejected summarily irrespective of his/her qualifying the online examination. Therefore, while applying for the posts reserved under society quota, the candidate should invariably ensure that he/she possesses a valid prescribed experience.
III.	Junior Clerk (Under OCS Quota i.e. quota reserved for employees of Other Cooperative Societies of H.P. and employees of PACS who are not covered under the definition of "Trained Secretaries")	(i) The candidate should be a graduate in any discipline from a recognized University. Provided that the candidate should have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. This condition shall however, not apply to Bonafide Himachalis. (ii) A minimum of continuous five years service in a cooperative society. (iii) Should be below 45 years of age as on 01.01.2026. (iv) All employees of other cooperative societies and employees of PACS who are not covered under the definition of "trained Secretaries" are eligible for the posts.

		(v) Candidate should not be directly or indirectly a defaulter of his/her society. Note:- In case of posts of Jr. Clerks under OCS Quota i.e. quota reserved for employees of Other Cooperative Societies and employees of PACS who are not covered under the definition of "Trained Secretaries"; Experience certificate should be issued by the concerned Inspector of society and countersigned by the Assistant Registrar, Cooperative Societies of H.P. with authentic certification based on record of concerned society and only such experience certificates shall be valid. Such experience certificate should invariably be supported with the following documentary proof: (i) Copy of resolution of the managing committee of concerned society to the effect of his/her initial appointment. (ii) Copy of the relevant pages of Statutory audit report/ note for at least 5 years containing reference of payment of wages/salary from the account of the society along with list of employees attached with the report/note In case, experience quoted in application form while applying online for the post turns out to be false later on during verification/scrutiny of original certificate and record, the candidature shall be treated cancelled/rejected summarily irrespective of his/her qualifying the online examination. Therefore, while applying for the posts reserved under society quota, the candidate should invariably ensure that he/she possesses a valid prescribed experience.
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B. Important points to be noted:-

(1) Candidates should ensure that the educational qualification possessed by them must be as per the prescribed educational qualifications mentioned in the advertisement and that they fulfill the entire eligibility criteria, as detailed above.

(2) All the educational qualifications possessed by a candidate 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.

A 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 verification of documents at later stage. 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.

C. The pattern of the Examinations which will be conducted online will be as below:

The online examination for the above posts will be conducted in single phase through IBPS, Mumbai.

The structure of the Examinations will be as under:

Sr. No.	Particulars	No. Questions	of Marks	Duration
1.	Reasoning	30	30	150 minutes
2.	Numerical Ability	30	30	
3.	English	30	30	
4.	General Awareness*	30	30	
5.	H.P. Coop. Societies Act and HP Coop Societies Rules	30	30	
	Total	150	150	
* Questions of General Awareness will include question on general awareness and question about H.P. General Knowledge.				

NOTE : Candidates up to 1.75 times of vacant posts will be called for the process of verification/scrutiny of documents.

(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 Jr. Clerk is graduation.

(2). Total marks for Online Examination:-

The Online Examination will be of 150 marks. The merit obtained by candidate in online examination will be considered while preparing final merit list.

There will be no personal interview and selection for appointment to said posts of Junior Clerks will be made on the basis of merit of online examination after verifying the documents.

(3). Minimum Qualifying Marks :-

The overall minimum qualifying marks in the online examination shall be 40% of total marks prescribed for written test.

(4). Duration of Online Test:-

The duration of online examination shall be two and a half hours (2 ½ hours). There shall be no separate time duration for each section.

D. IMPORTANT POINTS TO BE NOTED:-

- (i) There shall be no negative marking for online examination. In the online examination the question paper shall be of objective type multiple choice. The question paper shall be both in English and Hindi.
- (ii) The online examination for the advertised posts shall be conducted in single phase. The candidates declared successful in online examination will be called for verification/scrutiny of relevant documents by the Bank at later stage in the prescribed ratio. Final selection will be made on the basis of marks of online examination after verification/scrutiny of documents as mentioned by the candidates in his/her application and required as per the eligibility criteria for said posts as contained under Bank's Service Rules. The candidates declared successful/qualified in the online examination shall be called for verification/scrutiny of documents in prescribed ratio and they shall have to personally attend the document verification process invariably, failing which the candidature of such candidates will be deemed to have been cancelled/ terminated without any further notice.
- (iii) After document verification process, final merit of the candidates will be decided on the basis of total marks obtained in online examination as per the laid down criteria. Waiting list of the candidates will be prepared as per the provisions contained under Bank's Service Rules.
- (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 40% marks in the Online Examination will be shortlisted for the process of document verification/scrutiny of documents in the prescribed ratio, on the basis of merit of online examination.

E. Pay and emoluments for the post of Jr. Clerk:

- All the posts will be filled on regular basis in the pay scale with minimum pay of Rs. 19900/- (level-2) + admissible allowances Per Month.
- **Name of post:** Jr. Clerk, **Pay Scale:** Minimum Pay of Rs. 19900/- (level-2)+ admissible allowances Per Month.

F. Age Criteria (As on 01.01.2026)

- Candidate should be above 18 years and below 45 years of age.
- The candidates born between 02.01.1981 and 01.01.2008 (both days inclusive) are eligible. Relaxation in upper age limit 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. (Maximum age relaxation 12 years)
4.	Physically Handicapped	5 years
5.	OBC	5 Years
6.	Ward of Freedom Fighter (WFF)	5 Years

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

NOTE:

- Candidates, who are seeking age relaxation will be required to submit necessary certificate(s) in original/copies at the time of verification/scrutiny 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.
- Degree of disability of Physically Handicapped candidates should not be less than 40% to avail benefits of reservation under this category.
- 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.
- 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/OBC/PwBDs/WFF certificate issued by the competent authority.

G. HOW TO APPLY

DETAILED GUIDELINES/PROCEDURE FOR

- 1. APPLICATION REGISTRATION**
- 2. PAYMENT OF FEES**
- 3. DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 09/05/2026 to 29/05/2026 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

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 below in 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 own hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the candidature 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: - 09/05/2026 to 29/05/2026

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

(i) Application Registration:

1. Candidates to go to the Bank's website www.hpscb.bank.in 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.

(ii) 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.**

(iii) Guidelines for scanning and Uploading 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.

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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.

- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB
- 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 ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 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/thumb impression on the attendance sheet or call letter, signed at the time of the examination, does not match the signature/thumb impression uploaded, the applicant will be disqualified.**
- **Signature/Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**
- **Signature uploaded in a very small size then the dimensions mentioned above will NOT be accepted. Before final submission please ensure that in the preview of the image of signature uploaded, the flow of signature is clearly visible without zooming the image.**
- **The left thumb impression should be properly scanned and not smudged.**

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 MS Office 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.

Important points to be noted:

- (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 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, 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.
- (8) **The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application is found different /varying to that of pasted on the Identity Card for appearing in the online examination at later stage, the candidature of such candidates shall stand cancelled. Therefore, candidates are advised in their own interest to keep the same photographs and appearance till completion of entire recruitment process.**

H. DOWNLOAD OF CALL LETTER

Candidates will have to visit Bank's website www.hpscb.bank.in 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.

I. GUIDELINES FOR PERSONS WITH DISABILITY USING A SCRIBE:-

(i) 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 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 a scribe 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.

J. 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 11.006.2019 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 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-III: 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.

K. 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.

L. EXAMINATION CENTERS:

The online examination will be conducted at centers situated within or outside Himachal Pradesh, subject to availability. The candidate will have to indicate preference wise choices of examination centers. Every effort will be made to allot the center of candidate's choice. However, allotment of examination centers will depend 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 appear to take the test.

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

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

No request for change of center/venue/date/session for Examination shall be entertained.

1. 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.
2. HPSCB reserves the right to allot the candidate any center other than one he/she has opted for.
3. Candidate will appear for the online 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.

4. Choice of center once exercised by the candidate will be final.
5. 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.
6. No TA/DA shall be admissible for appearing in Online Examination.

M. GENERAL INSTRUCTIONS:

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form, applications with capital letter signature/hand written declaration, applications with unclear/smudged thumb impression and applications with very small sized/unclear signature shall not be accepted.
3. The candidates must ensure the payment of fee verifying the status of payment as appeared in online link. The status of payment be rechecked after the message of successful payment.
4. The possibility of occurrence of some unforeseen 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.
5. 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 the verification/ scrutiny of relevant documents before verification/scrutiny committee constituted for said purpose and submits all the required original documents in support of his/her eligibility for the post of Jr. Clerk to the concerned officer for verification/ scrutiny 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. Candidate appointed shall be on a probation for a period of two years, provided if the appointing authority is of the opinion 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 by reasoned order in writing.
8. In case the performance of the probationer is not found satisfactory, the services of the probationer may be terminated by the Bank by reasoned order in writing.

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 verification/scrutiny of relevant documents. Non-availability of such NOC at the time of verification/scrutiny 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 on the basis of total marks obtained in online examination 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. 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.
17. If any information/document/certificate furnished by the candidate/employee is found to be false or incorrect/fictitious, at any stage, appropriate action shall be initiated against the candidate/employee.
18. As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.
19. Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearances in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

20. 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, verification/scrutiny 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.
21. 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.
22. For any clarification please send an e-mail to recruitment@hpscb.com .
23. 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.

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Managing Director

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