HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176213

INSTRUCTIONS & GUIDELINES FOR FILLING UP OF ONLINE APPLICATION FORM

FOR ___

Written examination to be held on 26/02/2017 for filling up 113 posts of APPRENTICE CLERK in The HP State Co-Operative Agriculture & Rural Development Bank Ltd. Head Office, Kasumpti, Shimla-171009



Date of submission of online application: 21/01/2017.

Last date of submission of application: 09/02/2017.(till midnight)

Date of examination: 26/02/2017

PROSPECTUS

Tel. No. 01892-242173/242192 242117/242120/242108 E-mail no. hpbose2011@gmail.com
Website: www.hpbose.org.

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THE HIMACHAL PRADESH STATE CO-OPRATIVE AGRICULTURE & RURAL DEVELOPMENT BANK Ltd.

IMPORTANT INSTRUCTIONS

Submission of online application: 21/01/2017

Online Closing date: 09/02/2017 Date of examination: 26/02/2017

Examination timing:

(11:00AM to 1:00PM) Two Hours

- 1. online application form भरने हेतु प्रक्रिया निम्न प्रकार से होगी:-
 - 1. अभ्यार्थी बोर्ड वैबसाईट <u>www.hpbose.org</u> पर उपलब्ध HPRDB 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 अभ्यार्थी को उसका online application No. प्राप्त होगा।
 - 2. Online application No. प्राप्त होने उपरान्त registration लिकं में Sign-In Option पर जाएं, अपना Application No.और जन्म तिथि डालकर प्रवेश सम्बन्धी समस्त प्रक्रिया जैसे कि अभ्यार्थी की समस्त जानकारी ध्यानपूर्व भरें तदोपरान्त अगले चरण में फोटोग्राफ/हस्ताक्षर अपलोड करने होंगे। अगर अभ्यार्थी अपना Application No. भूल जाता है तो वह Forget link पर जा कर अपने Application No. को प्राप्त कर सकते हैं।
 - अगले चरण में शुल्क सम्बन्धी प्रक्रिया होगी जिसमें अभ्यार्थी को Payment Gateway के माध्यम से ऑनलाईन शुल्क निम्न प्रकार से जमा करवाना होगा:-

अभ्यार्थी को Online application में Payment

Gateway लिंक पर Click करने उपरान्त Debit Card/Credit Card के

माध्यम से शुल्क जमा करवाना होगा।

- 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। अभ्यार्थी द्वारा बिना शुल्क के प्राप्त आनलाईन आवेदनों को रदद्व कर दिया जायेगा।
- 5. अभ्यर्थी किसी भी online activity access के लिये अपने ऑन-लाईन एपलीकेशन नम्बर को स्थायी रूप से अपने पास रखें, ऐपलीकेशन नम्बर एंव DOB डाल कर Admit Card/Roll No. को download कर सकते हैं।

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, 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.
3.	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.
4.	Fee payable through Debit Card and Credit Card.(Payment gateway)
5.	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.
6.	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.

IMPORTANT DATES:-

Sr. No.	Description	Dates			
1.	Submission of online Application begin	21/01/2017			
2.	Last Date for Submission of online Application	09/02/2017			
3.	Download Admit Card from Board's website	7 days before commencement of examination			
4.	Date of Examination	26/02/2017			

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

DETAILS AND PREREQUISITES FOR RECRUITMENT PROCESS OF APPREANTICE CLERK IN THE BANK.

1. Name of Post : Apprentice Clerk

2. Number of posts to be filled: 113 (only for Bonafide Himachali)

90 posts are available at present category wise breakup of posts is as under

Category→ Sub Category↓	Un reserved	Schedule Caste	Schedule Tribe	Other Backward Class	Total
UR	31	13	2	9	55
Ex-Man	8	2	1	2	13
WFF	1	1	0	0	2
PH	1	1	0	1	3
ABPL	8	2	1	3	14
DSP	3	0	0	0	3
Total	52	19	4	15	90

Abbreviation:-PH

Physical Handicapped,

ABPL Antodaya / Below Poverty Line

DSP Distinguished Sports Person, WFF Ward of Freedom Fighters

In additional to 90 clear posts of apprentice clerk, a waiting panel of 25% of total posts i.e.23 posts is require to be prepared against the vacancies that may arise in future on account of expansion of branch network, which shall be valid for a period of one year from declaration of result. The category wise roster for these additional posts to be kept in waiting shall be as under:-

Category→ Sub Category↓	Un reserved	Schedule Caste	Schedule Tribe	Other Backward Class	Total
UR	12	5	1	4	22
Ex-Man	1	0	0	0	1
Total	13	5	1	4	23

^{*}Only Children/Grand Children of Freedom Fighters can apply.

3 Passing Criteria:

Minimum passing marks for general category candidate shall be 45% of the total marks for written examination and for reserved category candidate the minimum passing marks shall be 40%

4 Monthly Honorarium:

The apprentices so engaged under the scheme shall be paid monthly honorarium @Rs. 6000/-. They shall not be entitled for any other allowance during the engagement or on their termination, like gratuity, leave encashment etc. However, actual expense for official tour i.e. TA & DA as applicable under the Bank service rules, if required to be undertaken, shall be paid for the journey/tour.

5 Tenure:

The tenure of the apprentices initially shall be 3-6 months which further may be extended depending upon the requirement, work, conduct & performance of the apprentice during the period of engagement.

6 Age:

Age for this engagement for General category shall be between 18-35 years at the time of their engagement The candidate born between 01.01.1998 and 02.01.1981 (both days inclusive) are eligible. There will be age relaxation of five years for reserve categories candidate belonging to SC/ST/OBC/PH/WFF as per the notification of the Govt. (The Notification is attached) appeared—"A."

7 Education Qualification for the post:

Education qualification for the apprentices shall be graduation in any discipline from a recognized Board/University.

8 Selection Process:

The selection of the candidates under the scheme shall be made on the basis of a screening test consisting of total 88 marks for written test and personal interview. The personal Interview of the shortlisted candidates shall be conducted by the selection authority of the bank mentioned therein which shall be of 12 marks having the following breakup:-

Max. Marks 2 marks

1)Minimum Academic qualification:-

a) Graduation with 50-60%

1 marks

b) Graduation above 60% marks

2 marks

2.) Higher qualification:-

3 marks

a) Master degree in any discipline.

1 marks

b) Pro. Qualification .i.e. MBA/CA/MCA/LLB/HDC:-

2 marks

3) Viva:-

Total:-

7 marks 12 marks

The final selection list will be drawn by Selection Authority purely on the basis of total marks obtained on the basis screening test and personal interview. The academic qualification marks shall be awarded by the selection authority .ie. Bank, after due verification of original certificates in support of it produced by the candidates.

9 The Standard & Structure for Written Test:

The Standard of paper for the written test would be of graduate level since the minimum academic qualification in this regard as provided in the apprentice policy is graduation from a recognized University.

The written test would be of 88 marks, consisting of 88 question of one marks each as under:-

1) Reasoning:-

20 marks

2) Numerical ability:-

28 marks

3) General awareness (HP=10 marks India & world 10 marks)

20 marks

4) English:-

20 marks

Total:-

88 marks

10. Application fee (non refundable):

For General Category	Rs. 600/-	
SC/ST/OBC/PH/ABPL/WFF	Rs. 400/-	

11. Examination Centers:

Examination centre shall be in compatibility with the number of application received and preferably at District Headquarters/Sub-Division level. The Board reserves the right to allot any examination centre to any candidate.

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. The H.P. Board of School Education reserves the right to allot/change or cancel any examination centre at its discretion

12. Duration of written examination:

The duration of written examination will be 2 hours. (time 11:00am to 1:00pm) There shell be no negative marking.

13. Personal Interview:

Personal interview of candidate declared qualified and shortlisted in the ratio of 1:3 will be undertaken by the bank at its own level through a selection committee provided under Service Rules of the Bank.

14. USE OF CALCULATING DEVICES/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.

15. 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 fulfill the minimum eligibility criteria laid down for the purpose and also who has deposited the requisite fee.

- Admit Card is not transferable to any other person. Impersonation is legally punishable/cognizable offence.
- The Admit Card will contain 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 submitted offline shall not be considered and no Admit card shall be issued to such candidates.

16. WHAT TO DO IN CASE ADMIT CARD IS NOT FOUND ON WEBSITE:

- Before the scheduled date of examination, he/she should, inform the Board's Office with record of submission of online application form.
- Somehow, if a candidate fails to be in possession of Admit Card before the commencement of examination, he/she should meet the Centre Superintendent at least one hour before the commencement of the examination at the centre with print out of the computer generated online last CONFIRMATION PAGE.
- Any inquiry pertaining to the Admit Card without print out of the computer generated CONFIRMATION PAGE and proof of payment of fees will not be entertained under any circumstances.

7. <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 88 .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 ball 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
•	•	0	. ①	0	0
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 88 questions. After reading the question carefully, the correct response (circles) against each question has to be darkened using a blue/black ball 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 B C D

- Q.2. The Capital of Rajasthan is
- (A) Mumbai (B) Chandigarh (C) Jaipur (D) Udaipur

Answer: (A) (B) (C)

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 Scan able response sheet will be used. Therefore, marking of response has to be done carefully to avoid smudging or creasing of sheet.

Secretary

CHAPTER 5

AGE LINITS

5.1 General

The minimum as also the maximum age limits for recruitment to any State service/post are required to be prescribed for ensuring that no incumbent joins the Govt. service/post before attaining the minimum age considered suitable for the discharge of duties, functions and responsibilities of the post, and like-wise has not crossed the maximum age beyond which entry into Govt. service is not considered proper by the Govt. in consideration of energies, capabilities, vigour and earning of pension etc. Accordingly the minimum and maximum age limits are prescribed for entry into Government service in the Recruitment and Promotion Rules of all services/posts in Himachal Pradesh.

5.2 Minimum age limits.

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Minimum age limits for entry into specific services/
posts have been prescribed in the Recruitment and Promotion Rules
keeping in view the essential qualifications and nature of duties
and responsibilities. The minimum standard age limit for
recruitment to a majority of the services/posts is 18 years. In
Himachal Pradesh Administrative Service and Himachal Pradesh
Police Service the minimum age limit has been fixed as 21 years.
For Himachal Pradesh Judicial Service the minimum age limit is 25
years.

5.3 Maximum age limit

5.3.1 For Class I and Class II services and posts.

The upper age limit for the State Administrative Service, H.P. Police Service and H.P. Judicial Service is regulated under separate service Rules which are 31 for H.P. Administrative and Police Service and 35 for H.P. Judicial Service. Age concessions for specific categories are also provided in the Rules.

The H.P. Govt. have fixed the maximum age limits for other Class I and Class II services as under in direct recruitment:-

Class I: 45 years and below.

Class II: 35 years and below.

It was also decided that necessary amendments in the Recruitment and Promotion Rules may be carried out and the cases need not be sent to the Departments of Personnel, Law and Finance or placed before the Council of Ministers in so far as this

amendment was concerne

(H.P. Govt. Deptt. of Personnel letter No.PER(AP-II)A(4)-9/83-F, dated 22nd September, 1983 Annexure 5.4)

5.3.2 For Class III and IV services and posts

The Rules

A copy of the "Himachal Pradesh Civil Sewa Bharti (Adhiktam Ayu Seema) Rules,1980", applicable to Class III and IV posts and as amended to date is at Appendix 5-A with copies of the original Rules and amendment thereto at Appendices 5-B, 5-C, 5-D and 5-E.

The maximum age limit for direct recruitment to different posts was for the first time regulated by rules known as "Himachal Civil Service Recruitment (Maximum age limit) Niyamavali, 1980" framed under proviso to Article 309 of the Constitution of India through Notification No.Karmik (Ni-II)B(2) 3/79, dated 23.1.1980 (Appendix 5-B). Rule 3 of these Rules provided that in different services/posts where the maximum age limit for direct recruitment was 27 years or less the new age limit shall be 30 years. Relaxation of age limit available for Scheduled Castes/Scheduled Tribes through different orders remained unchanged. Vide Rule 4, these rules also provided for age relaxation by the Heads of Departments by one year in Nongazetted posts/services. These rules were to apply regardless of different provisions in the Recruitment and Promotion Rules (Rule 5).

The Himachal Civil Services Recruitment (Maximum Age Limit) Niyamavali, 1980 has so far been amended three times as under and the changes made are indicated against each:-

1st Amendment Notification No.Per(AP-II)B(2)3/84 dated 28.12.1984 (Appendix 5-C).

Rules 3 and 5 as stated above were substituted from 28.12.1984 and in different class III and IV posts of Himachal Pradesh Govt. for which maximum age for direct recruitment was 30 years, the new maximum age was fixed as 32 years with other enabling provision of relaxation for SCs/STs and applicability of these rules regardless of a different provision in Recruitment and Promotion Rules.

2nd Amendment Notification No.Per(AP-II)B(2)3/84 dated 30-7-1986/4-8-1986 (Appendix 5-D).

Through this amendment Rule 6 was added as a saving clause providing as under:-

"Notwithstanding anything contained in these rules the maximum age limit prescribed for direct recruits in the rules framed under any Central/State enactment shall be governed by such rules."

3rd Amendment Notification No.Per(AP-II) B(2)-3/84 dated 6th January, 1990 (Appendix 5-E).

Through this amendment Rule 3 and 5 were substituted from 6.1.1990 and maximum age limit for direct recruitment in case of Class III and IV services was fixed as 35 years with relaxation for scheduled Castes, Scheduled Tribes and other categories under general or special orders of the Govt., besides provision for this age limit being applicable notwithstanding contained to the contrary or inconsistent in any prevalant Class III and IV services Recruitment and Promotion Rules.

Thus the maximum age limit at present for direct recruitment to all class III services and IV posts in Himachal Pradesh is 35 years.

5.4 How age limit for direct recruitment is to be reckoned.

The age limit for direct recruitment is to be reckoned on the first day of the year in which the posts are advertised for inviting applications or notified to the Employment Exchanges as the case may be.

(H.P. Govt. Deptt. of Personnel letters No. PER(AP-II)A(3)-2/80 dated 4th February, 1987 and 19th September, 1987-Annexures 5.6 and 5.6-A).

5.5 General principles for relaxation of age limits.

The general principles to be followed in the matter of relaxation of age limits are indicated below:-

- (a) The Recruitment and Promotion Rules contain provision for minimum and maximum age limits. Provision for relaxation of age limits is also accordingly made in the Recruitment Rules. Where it is expected that it may be necessary to make such relaxation, a suitable provision should be made in the Recruitment Rules which should indicate the authority competent to make the relaxation. Where relaxation is to be made, then the same has to be allowed for all similarly situated cases and not in individual cases only.
 - (b) The Heads of Departments are competent to give relaxation in maximum age limit for recruitment to Class III and Class IV posts upto one year vide rule 4 of the Himachal Pradesh Civil Sewa Bharti (Adhiktam Ayu Seema) Niyamavali, 1980.
- 5.6 Relaxation of maximum age limits sanctioned for certain specific categories.
 - (i) Scheduled Castes and Scheduled Tribes: The maximum age limit prescribed for appointment to a service or post is

to be increased by five years in the case of candidates belonging to Scheduled Castes/Scheduled Tribes.

- (ii) Demobilised personnel of Armed Forces and Ex-Servicemen for appointment against reserved posts.
- (a) As per provision contained in Rule 4(2)(b) of the Demobilised Armed Forces Personnel (Reservation of vacancies in the Himachal Pradesh Non-Technical Service Rules, 1972, an ex-serviceman shall be eligible for appointment to the civil service 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 direct recruitment to such post. A similar provision exists in the Ex-servicemen Reservation of vacancies in H.P. Technical Services Rules, 1985.
- (b) Concessions of age relaxation to ex-servicemen when appointed against un-reserved vacancies

Instructions issued vide letter No.11-50/64-GAD(Vol.V), dated the 28th August, 1982, allow age relaxation for exservicemen seeking appointment under the State Government against un-reserved vacancies. According to these instructions, in the case of ex-servicemen seeking appointment under the State Government made otherwise than on the basis of open competitive examination to be held by the Himachal Pradesh Public Service Commission, the period of approved military service rendered by a candidate after attaining the minimum age prescribed for appointment to the service concerned should be deducted from his actual age and if the resultant age does not exceed the prescribed maximum age for the post in question by more than 3 years, then the incumbent is considered to be eligible from the angle of age consideration.

The above concession is subject to the condition that the continuous service rendered in the Armed Forces by an Exserviceman is not less than six months after attestation.

(H.P. Govt. GAD letter No.11-50/64-GAD (Vol.V) dated 28-8-82 (Annexure 5.3))

(iii) Physically handicapped persons

For the purpose of appointment to Class III and IV posts under the State Government, the physically handicapped persons (Blind, Deaf and Orthopaedically handicapped) are entitled to relaxation of upper age limits by five years.

(H.P.Govt. Deptt. of Personnel letter No.Per(AP-II)B(12)-11/76. dated 17th September, 1977) (Annexure 5.1).

(iv) Backward Classes declared as such by the Himachal Pradesh Government

For the purpose of appointment to Class-I, Class-II, Class-III and Class-IV posts/services under the State Govt. the candidates belonging to backward classes are entitled to relaxation of upper age limits by five years as in the case of Scheduled Castes/Scheduled Tribes.

(H.P.Govt., Department of Personnel, letter No.Karmik(Ni-II)F (4)-18/74, dated 9th November, 1978) (Annexure 5.2).

(v) Children/Grand Children of Freedom Fighters

The children/Grand children of Freedom Fighters have been given five years relaxation in upper age limit for their entry into Government service in direct recruitment for all posts in all Departments excepting the Police Department.

(H.P.Govt. Deptt. of Personnel letter No.PER(AP-II)B(2)3/84 dated 6-10-1988) (Annexure 5.8)

(vi) Candidates already in Government Service

The upper age limit for direct recruitment will not be applicable to the candidates already in service of the Govt. including those who have been appointed on adhoc or on contract basis.

Provided that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment.

(H.P.Govt. Deptt. of Personnel letter No.Per(AP-II)A(3)2/80, dated the 3rd August, 1985) (Annexure 5.5).

(vii) Relaxation at (vi) above available only to employees of H.P. Government

It has been clarified by the H.P.Govt. that the upper age limit relaxation to candidates already in the service of the Govt. is available only to the employees of Himachal Pradesh Govt.

(H.P.Govt. Deptt. of Personnel letter No.PER(AP-II)A(3)-2/80 dated 12-4-1988) (Annexure 5.7)

(viii) Govt. employees absorbed in Public Sector Corporations and Autonomous Bodies

Employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as

admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(From Format of Recruitment and Promotion Rules circulated with H.P. Govt. Deptt. of Personnel letter No. PER(AP-II) A(3)2/80 dated 20-6-1986)

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