

The Kangra Co-operative Primary Agriculture & Rural Development Bank Ltd. Dharamshala, a Cooperative Sector Bank functioning in three district viz. Kangra, Hamirpur and Una of Himachal Pradesh under the governance of The H.P. State Co-operative Agriculture & Rural Development Bank Ltd. Shimla invites **ON LINE** applications from eligible candidates, for filling up posts under different categories in the Bank as detailed hereunder.

The post wise breakup of vacancies is as under:-

Category of Post	Post Code	Total Vacancy	General	OBC	EWS	Mode of Recruitment
Asstt. Manager	102	4	2	1	1	Contract basis

Category of Post	Post Code	Total Vacancy	General					SC		ST	OBC		EWS	Mode of Recruitment
			UR	Ex-Man	WFF	PwBD	DSP	UR	Ex-Man	Ex-Man	UR	ABPL		
Recovery Supervisor/O. A.	103	20	3	3	1	2	1	3	1	1	2	1	2	Contract basis

Abbreviations used:-

UR (Unreserved), **Ex-Man** (Ex-Serviceman), **WFF** (Children/Grand Children of Freedom fighters), **PwBD** (Person with Benchmark Disabilities) , **DSP** (Distinguished Sportspersons), **SC** (Scheduled Caste), **ST** (Scheduled Tribe), **ABPL** (Antodaya/B.P.L.), **OBC** (Other Backward Classes), **EWS** (Economical Weaker Section).

1. Candidates belonging to all reserved categories should be bonafide Himachali only.
2. An Ex-serviceman will be as defined by the Department of Personnel Govt. of H.P. and should belong to H.P. only.
3. The wards of Ex-Servicemen are not eligible for the posts advertised for Ex-Servicemen.
4. All the above posts shall be filled up on contract basis and the period of contract will be 2 years or as decided by the H.P. State Govt. for its employees from time to time.

2. PAY SCALE AND ALLOWANCES:-

All of the posts are to be filled on contract basis and the initial emolument attached with each post is as under:-

Category of post	Applicable Level of the Pay Matrix	Initial Pay	Emoluments at the time of initial joining. As per OM No. Fin(C)-B(7)-2/2021 dated 12.01.222
Asstt. Manager	Level-11	Rs 38500/-	Rs. 23100/-
Recovery Supervisor/OA.	Level-3	Rs 20200/-	Rs. 12120/-

Besides, after regularisation, the appointee shall be eligible for other monetary & financial benefits like medical reimbursement leave encashment & gratuity etc. as are applicable to the Bank employees.

3. ELIGIBILITY CRITERIA FOR THE NOTIFIED POSTS:-

1. Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, post qualification work experience etc. in original along with attested photocopy thereof in support of their identity and eligibility as indicated in the online application form at the time of interview/evaluation. Please note that no change of category will be permitted at any stage after registration of the online application. Merely applying / appearing for and being shortlisted in the examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category other than in which applied will be entertained.
2. **Age (as on 1st Jan., 2024):-** Candidate must have been born not earlier than **02-01-1979 and not later than 1-1-2006** (both dates inclusive).
 - a. Candidate should be above 18 years and below 45 years of age. The candidates born between 02-01-1979 and 1-01-2006 (both days inclusive) are eligible. In case of SC/ST/OBC/Physically Handicapped & Wards of freedom fighter & candidates already employed either in HP State Govt. or any PSUs, upper age is relaxable by 5 years. However, the age relaxation is applicable only to bonafide Himachali candidates. The age relaxation for bonafide S.C. of H.P./ S.T. of H.P. / O.B.C. of H.P./ W.F.F. of H.P./Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P., is available only if there is a post reserved for these categories.
 - b. In case of Ex- Servicemen, there will be relaxation in the upper age limit for recruitment on the pattern of HP State Govt.
 - c. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of Essential Qualification, Matriculation certificate as age proof, Category Certificate alongwith Bonafide certificate of H.P. and Experience Certificate (where required) to avoid rejection of their candidature after the closing date.
 - d. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as mentioned in Eligibility Criteria of this advertisement.

- e. All the educational qualifications mentioned should be from a University/ Institution/Board recognized by Govt. Of India/ State Govt. approved by Govt. Regulatory Bodies and the result should have been declared on or before the last date fixed for applying on-line. The date of passing the examination which is reckoned for eligibility will be the date of passing as appearing on the mark sheet/ Provisional certificate.
- f. S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/W.F.F. of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the online recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non SC/ST/OBC certificate issued by the competent authority. The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.
- g. The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Bank. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of online recruitment application. The latest certificate issued by the competent authority alongwith self undertaking stating that his /her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the Bank as and when asked by the Bank as well as on the day of viva / document verification.
- h. The benefit of reservation for various post(s) will be admissible only to the candidates, who are Bonafide residents of Himachal Pradesh in respect of categories, viz. Scheduled Caste (S.C.), Scheduled Tribe(S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section(E.W.S.), Ex. Servicemen, Ward of Freedom Fighter (W.F.F.) and Persons with benchmark Disabilities (Locomotor Disabled / Visually Impaired / Hearing Impaired) etc.
- i. The reserved category candidates belonging to other States will be treated as General Category Candidates and the benefit of reservation and fee concession will not be admissible to such candidates.
- j. No candidate, in the regular service of Government/Semi Government will be entertained for interview or document verification unless she produces NOC (No Objection Certificate) from concerned employer.

- k. Examination Fee once paid will not be refunded.
- l. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to Examination.
- m. Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.
- n. The fraction of percentage so arrived will be ignored i.e. 54.99% will be treated as less than 55% and 49.99% will be treated as less than 50%.
- o. A candidate shall be eligible for appointment to the post of Recovery Supervisor/OA, only if he/she has passed Matriculation and 10+2 from any School/ Institution situated within Himachal Pradesh.
- p. Final merit list shall be prepared after combining the marks obtained in written test and viva/evaluation. A waiting panel of candidates will also be prepared of minimum 1(one) candidate or 50% of the vacancies advertised and the validity of the waiting panel would be one year from the date of approval granted by the Registrar. Cooperative Societies HP in this regard.
- q. Preference shall be given to candidates having knowledge of culture, customs, tradition and language of Himachal Pradesh and the question on general awareness would also have the due weightage in this regard.
- r. The successful candidates will be called for an interview/evaluation subject to their being medically fit for employment, all the selected candidates shall be initially appointed on contract basis which shall be of two years at present and after successful completion of contract period, the services of the appointee shall be regularized based upon their satisfactory work and conduct during this period.

The Bank reserves the right to reject any application without assigning any reason and no correspondence in this regard will be entertained.

ELIGIBILITY CRITERIA

- **Asstt. Manager (Post Code:-102)**
A second class degree of recognized university.
- **Recovery Supervisor/OA (Post Code:-103)**
10+2 with 50% marks or Graduate/Post Graduate in any discipline from recognized University. Candidates belonging SC/ST/OBC & Cooperative Societies, concession/grace of 5% marks shall be admissible. Preference will be given to the candidates having Diploma in computer applications/Diploma in cooperative management.

4. APPLICATION FEE (non refundable):-

S.No.	NAME OF THE POST	CATEGORY	FEE in Rs.
1	Assistant Manager	GENERAL/Ex Servicemen.	1000/-
		SC/ST/IRDP/PH/Women/OBC/EWS candidates of all categories.	800/-
2	Recovery Supervisor/O.A.	GENERAL//Ex Servicemen.	900/-
		SC/ST/IRDP/PH/Women/OBC/EWS candidates of all categories.	700/-

5. PROCEDURE FOR APPLYING ONLINE:-

- i) Candidates are first required to go to the Bank's website www.kpardb.in and click on the "Recruitment" page to open link which will be available from 25.11.2024 to 15.12.2024.
- ii) Candidates will have to enter their details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature.
- iii) Candidates are also required to upload their left thumb impression (on white paper with black or blue ink) and hand written declaration (on a white paper with black ink).

Detailed guidelines/procedures for:-

- A) Online application registration.
- B) Photograph & signature scan and upload.
- C) Payment of fees.

Candidates shall apply online and submit their applicable non-refundable fee only from 25.11.2024 to 15.12.2024. (both days inclusive) and no other mode of application will be accepted.

A. Online Application Registration

- i. The process of online application form and payment towards recruitment application fees can be made from 25.11.2024 to 15.12.2024..
- ii. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- iii. Before registering their applications on the website, candidates should possess a valid e-mail id. In case the candidate does not have a valid e-mail id, he/ she will have to create a new email id before applying online.
- iv. Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully. Candidates are advised to verify every field, filled in the application.
- v. Candidates are first required to go to the Bank's website www.kpardb.in and click on the Recruitment link.
- vi. Then **select "Recruitment for Different Posts-2024"**. Then click on the option "**APPLY ONLINE**" which will open a new screen.
- vii. 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.
- viii. 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**" option. 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.
- ix. 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**.
- x. The name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Matriculation Certificate of the candidate.
- xi. Validate your details and Save your application by clicking the '**VALIDATE YOUR DETAILS**' and '**SAVE & NEXT**' button.
- xii. 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".
- xiii. Candidates can proceed to fill other details of the Application Form.
- xiv. Click on the Preview Tab to preview and verify the entire application form before **COMPLETE REGISTRATION BUTTON**.
- xv. Modify details, if required, and click on '**COMPLETE REGISTRATION BUTTON**'

only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

xvi. Click on 'PAYMENT' Tab and proceed for payment.

xvii. Click on 'SUBMIT' button.

Candidates are required to take a printout of the online application using the above registration number and password. The printout of application form is required to be submitted at the time of interview. Do not send the application form to the Bank.

B. PHOTOGRAPH, SIGNATURE, LEFT THUMB IMPRESSION & HAND WRITTEN DECLARATION SCAN AND UPLOAD

- i. The photograph must be latest and clear. In case the face in the photograph or signature is unclear, the application may be rejected.
- ii. Candidate may edit the application and re-upload the photograph/ signature in such case.
- iii. Left thumb impression (on white paper with black or blue ink. 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. Hand written declaration (on a white paper with black ink) has to be in the candidate's hand writing and in English only.

Photograph Image:

- Photograph must be a recent, clear and passport size.
- The picture should be in colour, against a light-colored, 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 is 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 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.

- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20 KB.

Left thumb impression Image:

- 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.
- The left thumb impression should be of the applicant and not by any other person.

Hand-written declaration Image:

- 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.
- The hand written declaration should be of the applicant and not by any other person.

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.”

Hand written declaration (on a white paper with black ink) has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write 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.) Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the Photograph, Signature, Left thumb impression & Hand-written declaration

Image:-

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- 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/MS Office can easily obtain photo, signature, left thumb impression and hand written declaration in .jpeg format not exceeding 50KB, 20KB, 50KB & 100 KB respectively by using MS Paint or MS Office Picture Manager. Scanned **Photograph, Signature, Left thumb impression & Hand-written declaration** in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 50KB (photograph), 20KB (signature), 50 KB (Left thumb impression) & 100 KB (Hand written declaration) by using crop and then resize .

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 & Hand-written declaration.

Procedure for Uploading the Photograph, Signature, left thumb impression & hand written declaration”

- There will be two separate links for uploading Photograph, Signature, left thumb impression & hand written declaration”.
- Click on the respective link “Upload Photograph, Signature, left thumb impression & hand written declaration”.
- Browse & Select the location where the Scanned Photograph, Signature, left thumb impression & hand written declaration”.
- Select the file by clicking on it.
- Click the ‘Upload’ button.

C. Payment of fees

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions:

1. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
2. 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.
3. On successful completion of the transaction, **an e-Receipt** will be generated.
4. **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.**
5. 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.**
6. 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.
7. To ensure the security of your data, please close the browser window once your transaction is completed.
8. There is facility to print application form containing fee details after payment of fees.

NOTE: -

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No

other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

6. CALL LETTERS:-

Candidates will have to visit the Bank's website www.kpardb.in for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. 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 centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original. Candidates will have to appear for ONLINE examination to be conducted by the Bank.

7. SELECTION PROCESS:-

The selection of the candidates against the post of Asstt. Manager would be based on their overall performance in written test having weightage of 85% and viva equivalent to 15% of the total marks of written test. The candidates will be short listed for viva in the ratio of 1:3 in the order of merit. Due weightage shall be given to experience, higher education qualification in the relevant field.

Paper pattern for written test would consist of objective type questions in English and Hindi languages are as follows:-

i) For Assistant Manager (Post Code 102):-

SR. NO.	NAME OF THE TEST	NO. OF QUESTIONS	MAXIMUM MARKS	Total Time
1	Reasoning [Only Verbal]	50	50	40 Min.
2	Quantitative Aptitude	60	60	45 Min
3	English	40	40	30 Min
4	General Awareness	50	50	35 Min
	Total	200	200	150 Min.

ii) For Recovery Supervisor/OA (Post Code 103):-

SR. NO.	NAME OF THE TEST	NO. OF QUESTIONS	MAXIMUM MARKS	Total Time.
1	Reasoning [Only Verbal]	50	25	40 Min.
2	Numerical Ability	50	25	45 Min
3	English	50	25	30 Min
4	General Awareness	50	25	35 Min
	Total	200	100	150 Min.

The candidates for the post of Recovery Supervisor/OA will be short listed in the ratio of 1:3 on the basis of their performance in the written test and the selection of the candidates would be based on their overall performance in written test having 85 marks and evaluation of 15 marks based on various parameters as given at **Annexure-A**

- Note:**
- i) **50% of the question in General Awareness will be asked based on Himachal Pradesh.**
 - ii) **There shall be negative marking for each wrong question i.e. 1/4 of a mark will be deducted from the total marks for each wrong answer.**
 - iii) **There will be an objective type online test having multiple choice questions with 5 alternatives of each question.**
 - iv) **Minimum qualifying marks for reserved category shall be 35% and 40% for unreserved category to the total marks of written test.**
 - v) **The candidate is required to obtain the minimum pass marks in each paper.**

8. The data /information once submitted by the candidate in the online application form will be considered as final and cannot be changed at a later stage. The application fee once paid will neither 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 Bank.
9. The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to ensure that online payment through Debit Cards (RuPay/ Visa/MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets has been successfully remitted as per above instructions and submit the online applications well before the last date. Candidates are advised to ensure that they fulfill the parameters of qualifications and age as prescribed above. Candidates, who do not fulfill the prescribed eligibility criteria, may be disqualified at any stage of the recruitment process.
10. **EXAMINATION CENTRE:-**There shall be 8 examination centres throughout the Himachal Pradesh for conducting the online examination. These centres would be as under:-

S/No.	Name of District in H.P.	Venue of Examination.
1	Shimla	Shimla
2	Solan	Solan
3	Kullu	Kullu
4	Mandi	Mandi
5	Una	Una
6	Hamirpur	Hamirpur
7	Kangra	Kangra
8	Bilaspur	Bilaspur

The list of Examination Centers outside Himachal Pradesh.

Sr. No.	Name of City/District	Exam Venue
1	Chandigarh/Mohali	Chandigarh/Mohali
2	New Delhi and NCR	New Delhi and NCR
3	Patiala (PB)	Patiala City

1. The candidate will choose 3 centers from HP and two outside from HP in the

- order of their preference. No request for change of post applied for, centre/venue/date/session for Examination shall be entertained.
2. The Bank, however, reserves the right to cancel any of the Examination Centre and/ or add some other Centre at its discretion, depending upon the response, administrative feasibility etc.
 3. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses.
 4. Choice of centre once exercised by the candidate will be final.
 5. If sufficient number of candidates do not opt for a particular centre for "Online" examination, the Bank reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a particular centre, the Bank reserves the right to allot any other centre to the candidate.
 6. No TA/DA shall be admissible for appearing in written Examination.

CATEGORY CLAIMS:-

11) 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 11.06.2019 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:-
- (iv)
 - 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.

12). W.F.F. OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):

(i) For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), sons/ grandsons/daughters/ grand daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis shall not be entitled for the benefits of reservation provided to the Wards of Freedom fighters in Government services, against the identical posts in the same scale. The employed children/ grand children of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent.

(ii) The children/ grand children of Freedom fighters of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the Wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/ grade posts/ services on the basis of reservation earmarked to the Wards of Freedom Fighters of Himachal Pradesh.

(iii) The un-married daughters/ granddaughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.

(iv) Married daughters and Married granddaughters will be admitted provisionally against the posts reserved for WFF on production of provisional WFF certificate issued by the competent authority as per instructions of the Govt. (Department of Personnel) Himachal Pradesh letter No. PER(AP)-C-E(3)-1/2020 dated 17th March, 2020.

13) EX-SERVICEMEN OF HIMACHAL PRADESH:

(i) The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/Service Book and full detail in respect of their P.P.O. No., Rank and NOC with date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

(ii) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “Ex-Serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union. The period of one year shall be counted from the notified last date of receipt of applications for the post(s) advertised. Such candidate(s) should also upload NOC with date of retirement from the Defence Services to claim the benefit of reservation under the category of Ex-Serviceman of Himachal Pradesh.

The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified /issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination.

14) (PwBD) PERSONS WITH BENCHMARK DISABILITIES

Only such persons would be eligible for reservation In services/posts who suffer from not less than 40 per cent of the relevant disability. A person who wants to avail benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such persons for any post, will be subject to such verification/re-verification as may be decided by the competent authority. At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation. Although the recruitment of the persons with benchmark disabilities would only be in the posts identified suitable for them. The upper age limit for appointment to Class-I,II,III&IV posts/services as prescribed in the respective Recruitment & Promotion Rules has been

allowed to be relaxed by 5 years in respect of persons with benchmark disabilities. If there is no person with benchmark disability available for filling up the vacancy, the Bank can fill up the vacancy by appointment of a person, other than a person with benchmark disability.

PHYSICAL REQUIREMENT FOR THE JOB OF RECOVERY SUPERVISOR/OA

Job involved visual accuracy, frequent movement/walking, continuous long hours sitting etc. The physical requirements are as **S**-Sitting, **ST**-Standing, **W**-Walking, **MF**- Manipulations with fingers, **SE**- Seeing, **HS**-Hearing/Speaking, **RW**-Reading/ Writing, **C**- Communication.

GUIDELINES FOR PERSONS WITH DISABILITY USING A SCRIBE:

i) The visually impaired candidates whose writing speed 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 and 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 scribed for another candidate.
- ❖ Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.
- ❖ 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 fulfill 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.

- ❖ 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 personal that the scribe independently answered the questions.

(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.

15) DIATINGUISHED SPORTS-PERSONS (DSP)

Sports persons fulfilling educational and other professional qualifications prescribed for the posts and participating in games as per Annexure (A) and falling within categories I to IV Annexure (B) will be the **distinguished sportsperson (DSP)**. Distinguished sportspersons falling in these categories only will be eligible to claim benefit of reservation

Annexure-A

List of games/sports which qualify meritorious sportspersons for consideration for appointment to Class-I to IV posts/services under State Government/Boards/Corporations, etc.

- | | |
|---------------------------------------|-------------------------|
| 1. Archery | 21. Kabaddi |
| 2. Athletics (Track and Field events) | 22. Karate |
| 3. Atya/ Patya | 23. Kayaking & Canoeing |
| 4. Badminton | 24. Kho-Kho |
| 5. Ball Badminton | 25. Polo |
| 6. Basketball | 26. Power Lifting |
| 7. Billiards & Snooker | 27. Rifle Shooting |
| 8. Boxing | 28. Roller Skating |
| 9. Bridge | 29. Rowing |
| 10. Carrom | 30. Soft Ball |
| 11. Chess | 31. Squash |

- | | |
|--|-------------------|
| 12. Cricket | 32. Swimming |
| 13. Cycling | 33. Table Tennis |
| 14. Equestrian sport | 34. Taekwondo |
| 15. Foot Ball | 35. Tenni-Koit |
| 16. Golf | 36. Tennis |
| 17. Gymnastics (including body-building) | 37. Volley Ball |
| 18. Handball | 38. Weightlifting |
| 19. Hockey | 39. Wrestling |
| 20. Judo | 40. Yatching. |
| | 41. Winter Sports |
| | 42. Vushu |
| | 43. Korfball |

Annexure-B

Criteria for selection of Outstanding Sportspersons who will be eligible for employment in Government Departments/Boards/Corporations and Universities.

The various sports competitions will be classified as follow:-

Category No. I

- I.** Medal winners of Olympic Games /Winter Olympics
- II.** Commonwealth Games.
- III.** Medal winners of Asian Games/Winter Asiad.

Category No. II

- I.** Participation in Olympic Games.
- II.** Participation in Commonwealth Games.
- III.** Participation in Asian Games.

Category No. III

- I.** Medal winners in South Asian Federation (SAF) Games.
- II.** Medal winners in National Games
- III.** Medal winners in recognized Senior National Championship.

Category No. IV

- I.** Medal winners in All India InterVersity Sports Tournament.
- II.** Medal winners in All India National School Games, All India Rural Sports Tournaments and National Sports Festival for Women organized under PYKKA competitions.
- III.** Medal winners in recognized Jr. National Sports Championship.
- IV.** Participation in South Asian Federation (SAF) Games.

V. At Least three times prettification in National Championship and Senior National Championship.

13 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

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, interview 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 impersonation 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 unfair means or
- vi) Carrying mobile phones or similar electronic devices of communication in the examination/interview hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
- vii) To be disqualified from the examination for which he/she is a candidate.
- viii) To be debarred, either permanently or for a specified period, from any examination conducted by our Bank.
- ix) For termination of service, if he/she has already joined our Bank.

14 GENERAL INFORMATION:-

The possibility for occurrences of some problem in administration of the 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 centres or to conduct of another examination if considered necessary. Decision of the Bank in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

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 are required if the nodes capacity is less or

some technical disruption takes place at any centre or for any candidate.

The Kangra Co-op. Primary Agri. & Rural Dev. Bank Ltd. would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

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 of The Kangra Co-op. Primary Agri. & Rural Dev. Bank Ltd. recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

Candidates can apply for more than one post.

“Decision of the Kangra Co-op. Primary Agri. & Rural Dev. Bank Ltd. in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Kangra Co-op. Primary Agri. & Rural Dev. Bank in this behalf.”

No TA/DA shall be paid for appearing in written/viva/evaluation process.

For any litigation, the area of jurisdiction shall be Dharamshala (HP) only.

Important Dates:-

- | | | |
|---|---|-------------------|
| 1) OPENING DATE OF ONLINE REGISTRATION | : | 25/11/2024 |
| 2) CLOSING DATE OF ONLINE REGISTRATION | : | 15/12/2024 |
| 3) LAST DATE OF SUBMISSION OF APPLICATION FEE | : | 15/12/2024 |

---Sd---
Anil Kumar
General Manager

Note:

- i. Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.

- But they will not be eligible to get benefits of category age and fee relaxation.
- ii. Candidates belong to OBC Category will have to submit a valid certificate from competent authority that he/she is not from Creamy Layer Category, date of issue of such certificate should not be more than one-year-old on the date of application.
 - iii. This advertisement is being published as per the sanction letter No. 5-MC-KPARDB/94-Coop.(C&M)-II dated 01.08.2024 issued by Registrar Cooperative Societies, Himachal Pradesh.
 - iv. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to Examination.
 - v. No individual letters will be sent to the candidates regarding rejection of their applications. The details of rejection will be uploaded only on official website of the Bank.
 - vi. Generally Wards of Ex-serviceman erroneously apply against the post of Ex-Servicemen and choosing the code of Ex-Servicemen of H.P. in the relevant Column of the Online Recruitment Application (ORA) resulting rejection of their candidature. Therefore, they shall write and choose the code of category(s) to which actually they belong and not select the code of Ex-Servicemen.
 - vii. Disputes, if any, shall be subject to Court jurisdiction of H.P.
 - viii. The Bank reserves the right to change any other terms of the advertisement or to rectify the inadvertent/technical errors at any stage.