

DETAILED INSTRUCTIONS FOR RECRUITMENT TO FILL UP 05 POSTS OF SYSTEM ANALYST AND 10 POSTS OF JUNIOR SYSTEM ANALYST IN THE BANK.

The HP State Cooperative Bank Ltd., a leading Cooperative Bank in the country and the Apex Cooperative Bank in Himachal Pradesh; invites ONLINE applications from eligible candidates for the recruitment of **05 posts of SYSTEM ANALYST (one post in each vertical) AND 10 posts of JUNIOR SYSTEM ANALYST (two posts in each vertical), in the verticals of Server Administrator, Application Administrator, Database Administrator, Firewall Administrator and Network Administrator,** in the Bank on **REGULAR BASIS** through IBPS, Mumbai. The desirous candidates must read **Detailed Instructions for Recruitment** on Bank's website www.hpsc.com to ascertain their eligibility for these posts. The last date for applying for these posts is 11/06/2025 . Applications can be filled ONLINE in Recruitment Link on Bank's website from 22/05/2025 to 11/06/2025 till 11:59 P.M. 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/time will not be accepted and will be out rightly rejected.

Online applications are invited from the eligible candidates for 05 posts of System Analyst and 10 posts of Junior System Analyst as per the following schedule of activities:-

ACTIVITIES:-		
Opening date of submission of online application.	22/05/2025	
Last date of submission of online application.	11/06/2025	
Amount of Examination Fee.	CATEGORY	FEE (non refundable)
	Male candidates of General Category.	Rs. 1000/-
	Male candidates of SC, ST, OBC, EWS, BPL and Physically Disabled categories of Himachal Pradesh.	Rs. 800/-
	Female candidates.	Rs. 800/-
Date of downloading of Call Letters.	Approx 7 days before examination date	

Date of online Examination.	The candidates will be informed accordingly on Bank's website so that they can download their call letters.
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A. Category wise roster break up for posts:

A. The category-wise roster break up for the post of System Analyst to be filled through Direct Recruitment quota under five verticals is as under:

Sr. No.	Name of Post	Category	No. of vacancies	Pay Scale
I.	System Analyst (Server Administrator)	GENERAL/ UNRESERVED	01	Basic Pay of Rs. 35400/- in the Pay Level 6 of Pay Matrix as per 7 th CPC
II.	System Analyst (Application Administrator)	GENERAL/ UNRESERVED	01	
III.	System Analyst (Database Administrator)	GENERAL/ UNRESERVED	01	
IV.	System Analyst (Firewall Administrator)	GENERAL/ UNRESERVED	01	
V.	System Analyst (Network Administrator)	GENERAL/ UNRESERVED	01	
	SUB-TOTAL	-----	05	

B. The category-wise roster break up for the posts of Junior System Analyst to be filled through Direct Recruitment quota under five verticals is as under:

I.	Junior System Analyst (Server Administrator)	GENERAL/ UNRESERVED	02	Basic Pay of Rs. 29200/- in the Pay Level 5 of Pay Matrix as per 7 th CPC
II.	Junior System Analyst (Application Administrator)	GENERAL/ UNRESERVED	02	
III.	Junior System Analyst (Database Administrator)	GENERAL/ UNRESERVED	02	
IV.	Junior System Analyst (Firewall Administrator)	GENERAL/ UNRESERVED	02	
V.	Junior System Analyst (Network Administrator)	GENERAL/ UNRESERVED	02	

	SUB-TOTAL	-----	10	
	GRAND TOTAL	-----	15	

- The selection shall be made through single phase online examination followed by an Interview.
- Eligibility criteria and other relevant details are given below and desirous candidates may go through the same to ascertain their eligibility before applying for these posts.
- A candidate will be allowed to register and participate for any one vertical of System Analyst.
Similarly, a candidate will be allowed to register and participate for any one vertical of Junior System Analyst.
However a candidate can apply for both posts of System Analyst and Junior System Analyst, if eligible, but only for one vertical in each post. In case, any candidate applies for more than one vertical, only the latest valid application will be considered and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- **Please note that fee once remitted is non-refundable in any case.**

Note-1:- In case, any information/document/certificate pertaining to age, education, experience etc. quoted in application form while applying online for the post turns out to be false/fake later on during scrutiny/verification of original certificates and record or any time subsequently, the candidature shall be treated cancelled/rejected summarily irrespective of his/her qualifying the online examination. Therefore, while applying for the posts, the candidate should invariably ensure that he/she possesses requisite eligibility for the post.

Essential Qualification for the posts of System Analyst and Junior System Analyst :-

Name of Post	Essential Qualification
System Analyst (Server Administrator)	B.E./B.Tech (Computer Science and Engineering/ Computer Engineering/ Computer Science/ Information Technology/ Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university. AND Minimum 5 years experience in the field of server administration in a reputed organization. The candidate

	<p>must have certification of Windows/Linux server administration and knowledge of SAN Storage, SAN switches and Cluster management.</p>
System Analyst (Application Administrator)	<p>B.E./B.Tech (Computer Science and Engineering/Computer Engineering/ Computer Science / Information Technology/Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 5 years experience in the field of application management in a reputed organization. The candidate must have certification of Windows/Linux server administration and hands on experience in Windows/ Linux/Unix file system management and hands on knowledge of web servers like Apache etc.</p>
System Analyst (Database Administrator)	<p>B.E./B.Tech (Computer Science and Engineering/Computer Engineering/ Computer Science / Information Technology/ Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 5 years experience in the field of database management in a reputed organization. The officer must have certification of SQL/Oracle database administration and should be able to handle enterprise class storage/backup management.</p>
System Analyst (Firewall Administrator)	<p>B.E./B.Tech (Computer Science and Engineering/Computer Engineering/ Computer Science / Information Technology/Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 5 years experience in the field of Networking and Security equipments administration and configuration. The officer must have certification of CISM from ISACA/CISSP from (ISC)/CCNP-Security/CCIE or equivalent.</p>
System Analyst (Network administrator)	<p>B.E./B.Tech (Computer Science and Engineering/Computer Engineering/ Computer Science / Information Technology/Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 5 years experience in the field networking for LAN/WAN setup, Routers and Switches administration and configuration. The officer must have certification of</p>

	CCNA/CCNP or equivalent.
Junior System Analyst (Server Administrator)	<p>B.E./B.Tech (Computer Science and Engineering/Computer Engineering/ Computer Science / Information Technology/ Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 2 years experience in the field of server administration in a reputed organization .The officer must have certification of Windows/ Linux server administration and knowledge of SAN Storage, SAN switches and Cluster management.</p>
Junior System Analyst (Application Administrator)	<p>B.E./B.Tech (Computer Science and Engineering/ Computer Engineering/ Computer Science / Information Technology/ Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 2 years experience in the field of application management in a reputed organization. The officer must have certification of Windows/ Linux server administration and hands on experience in Windows/ Linux/Unix file system management and hands on knowledge of web servers like Apache etc.</p>
Junior System Analyst (Database Administrator)	<p>B.E./B.Tech (Computer Science and Engineering/Computer Engineering/ Computer Science / Information Technology/ Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 2 years experience in the field of database management in a reputed organization. The officer must have certification of SQL/Oracle database administration and should be able to handle enterprise class storage/backup management.</p>
Junior System Analyst (Firewall administrator)	<p>B.E./B.Tech (Computer Science and Engineering/Computer Engineering/ Computer Science / Information Technology/Electronics and communication engineering) OR MCA (3 years regular course), from a recognized university.</p> <p style="text-align: center;">AND</p> <p>Minimum 2 years experience in the field of Networking and Security equipments administration and configuration. The officer must have certification of CISM from ISACA/CISSP from (ISC)/ CCNP-Security/ CCIE or equivalent.</p>
Junior System Analyst (Network)	<p>B.E./B.Tech (Computer Science and Engineering/ Computer Engineering/ Computer Science / Information Technology/ Electronics and communication engineering) OR MCA (3 years</p>

Administrator)	regular course), from a recognized university. AND Minimum 2 years experience in the field of networking for LAN/WAN setup, Routers and Switches administration and configuration. The officer must have certification of CCNA/CCNP or equivalent.
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Please Note:

- (1) Candidates should ensure that the educational qualification possessed by them is strictly as mentioned above and they fulfill the mentioned eligibility criteria.
- (2) A candidate to ensure that requisite educational qualifications is obtained from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies and the final result has been declared prior to applying for the post.

Proper document from Board / University concerned regarding declaration of result on or before applying for the posts, has to be submitted at the time of Interview. The date appearing on the marks-sheet or provisional certificate issued by University/ Institute shall be considered the date of passing eligibility examination. 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.

- (3) Candidate should indicate the percentage obtained in 10th, 10+2, Graduation, Post Graduation and other higher educational qualification calculated to the nearest two decimal points in the online application, wherever applicable. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview at a later stage, the candidate shall have to produce certificates issued by the appropriate authority inter alia stating the norms of the Board/University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- (4) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total 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) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e.

59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

Pattern of the Examination :

The Examination shall be conducted in online mode in single phase

The test structure of the Examination to be conducted in online mode for the posts of System Analyst and Junior System Analyst shall be as under:

Single Phase (Main) Examination:-

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Version	Duration
1.	English Language	20	20	Bilingual i.e. English and Hindi except Test of English Language	20 min.
2.	Reasoning	20	20		20 min.
3.	Quantitative Aptitude	20	20		20 min.
4.	Professional knowledge *	55	110		60 min.
-	Total	115	170		120 min.
<p>NOTE :</p> <p>* Professional knowledge section shall include questions on the basis of educational qualification criteria prescribed for a particular post.</p>					

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.

2. Total marks for Online Examination & Interview :

The marks for Online Examination shall be 170 marks. The interview of candidates declared successful in Examination, shall be of 30 marks. Final merit will be determined out of 200 marks.

3. Cut off percentage in written examination/test:

The minimum qualifying marks (Cut Off) in the online examination will be 50% of total marks prescribed for written test. The candidates upto three times of the posts advertised will be called for interview, on the basis of merit secured in written examination.

4. Duration of written Test:

The duration for Online examination shall be of 2 hours as mentioned above.

IMPORTANT POINTS TO BE NOTED:

- i. There will be penalty for wrong answers marked in the Objective Test. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at final score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question. In the online examination the question paper shall be of objective type multiple choice. The question paper will be both in English and Hindi.
- ii. The ibid recruitment process will consist of two stages i.e. online examination and Interview as per the laid down criteria under Bank's Service Rules. The candidates declared successful in Examination will be called for interview process by the Bank at later stage in prescribed ratio. Final selection will be on the basis of marks of Online Examination and marks secured by the candidate in Interview.
- iii. Only those candidates who secure 50% marks in Online Examination will be shortlisted for Interview, as per the prescribed ratio, on the basis of merit in written examination.

Age Criteria (As on 01.01.2025)

- The age of candidate should be 18 to 45 years.
- The candidates born between 02.01.1980 and 01.01.2007 (both days inclusive) are eligible.
- For H.P. Government employees, age relaxation will be as per Government's instructions issued from time to time.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURE FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

Candidates can apply through online mode only from 22/05/2025 to 11/06/2025 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 all the scanned documents adhere to the required specifications .
- (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 should 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 application 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: - 22/05/2025 to 11/06/2025

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

A. Application Registration:

1. Candidates to visit to the Bank's website www.hpsc.com 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.

B. 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.

C. Guidelines for scanning and Upload 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 or blue 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 on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature/Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

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/Microsoft Office can easily obtain documents in .jpeg format by using MS Paint or Microsoft 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.

Note:

- (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 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.

DOWNLOAD OF CALL LETTER

Candidates will have to visit Bank's website www.hpscb.com 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 are 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.

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 under doubt, the candidate will not be allowed to appear for the Examination. Ration card and Learner's Driving Licence will not be accepted as 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.

EXAMINATION CENTERS:

The online examination will be conducted at following mentioned centers situated within Himachal Pradesh, subject to availability. The candidate will have to indicate preference wise 3 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.

(i) The list of Examination Centers in Himachal Pradesh:

Sr. No.	Name of District	Exam Venue
1	Bilaspur	Bilaspur
2	Hamirpur	Hamirpur
3	Mandi	Mandi
4	Shimla	Shimla
5	Solan	Baddi
6	Kangra	Kangra

Note:- Every candidate should select 3 examination centers as per his/her preference.

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.

(i) 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.

(ii) HPSCB reserves the right to allot the candidate any center other than one he/she has opted for.

(iii) Candidate will appear for the examination at an Examination Center at his/her own risk and expenses. The HPSCB will not be responsible for any injury or losses etc. of any nature.

(iv) Choice of center once exercised by the candidate will be final.

(v) If sufficient numbers 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.

(vi) Every candidate should select 3 examination centers.

(vii) No TA/DA shall be admissible for appearing in written Examination/Interview/Document Verification process.

General Instructions:

1. The candidates must read the instructions, rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. The possibility of occurrence of 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 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.
4. 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 interview before the Selecting Authority of the Bank and submits all the required original documents to the concerned officer for verification and further recourse.

5. 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.
6. 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.
7. 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.
8. Candidates already employed in regular services will have to submit NOC and a character certificate from his present employer at the time of Interview Process. Non-availability of such NOC and Character Certificate at the time of Interviews will result in cancellation of candidature.
9. 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 of HPSCB shall be final, in this regard.
10. 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.
11. 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.
12. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process shall 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.
13. The selection of candidate will be on the basis of final merit list prepared on the basis of total marks obtained in online Examination and subsequent interview process as per laid down criteria. In case more than one candidate scores equal marks, the final merit list shall be determined on the basis of date of birth of such candidates (Older shall be given preference). The final selection shall be restricted to the exact number of vacancies.
14. No person shall be eligible for appointment to any post in the Bank if he is in near relation to any Director of the Board and such Director is associated with the

selection or recruitment process of employees, notwithstanding the fact that the said process of examination shall be conducted by an independent recruitment agency. The term 'near relation' shall have the same meaning as defined in Rule 2(xxvi) of the H.P. Cooperative societies Rules, 1971.

15. No person shall be eligible for appointment to any post in the Bank if he has been convicted to any offence involving moral turpitude or has been convicted for any offence to undergo a sentence of imprisonment for a term of six months or more unless a period of five years at least has elapsed since the date of such conviction or the expiry of the term of imprisonment whichever is later.
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. **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, evaluation 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.
19. 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.
20. For any clarification please send an e-mail to recruitment@hpsc.com .
21. 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.

Place: Shimla

Managing Director