

## Appointment Notice

### **The Himachal Pradesh State Cooperative Bank Ltd. Head Office, The Mall Shimla- 171001.**

Tel. No. 0177-2804490,92 & 2651751

Website [www.hpscb.com](http://www.hpscb.com)

The management of the Bank proposes to fill up 156 posts in different categories in the Bank on the basis of screening test and personal interview as follows and applications are invited on the prescribed format appended below. However the number of posts is likely to increase:-

Cat. of post	Gen.	SC	ST	OBC	Ex-ser (All cat.)	Phy. Handi. (All cat.)	IRDP All cat.)	WFF All cat.)	Total No. of posts
Principal	1	-	-	-	-	-	-	-	1
Officer Gr-I	4	-	-	-	-	-	-	-	4
Officer Gr-II	7	1	-	1	1	-	-	-	10
Officer Gr-III	5	3	2	3	6	1	-	-	20
Programmer	1	-	-	-	-	-	-	-	1
Hardware Engineer	2	-	-	-	-	-	-	-	2
Gr-IV									
(i) Steno/Typist	2	-	-	-	-	-	-	-	2
(ii) Jr. Clerk	18	13	1	8	11	1	8	1	61
(iii) Comp. Operator	-	-	-	-	1	-	-	-	1
Subordinate:									
(i) Sub-Helper	18	6	2	6	8	3	7	2	52
(ii) Cook	1	-	-	-	-	-	-	-	1
(iii) Mali	1	-	-	-	-	-	-	-	1
<b>Total Posts</b>	<b>60</b>	<b>23</b>	<b>5</b>	<b>18</b>	<b>27</b>	<b>5</b>	<b>15</b>	<b>3</b>	<b>156</b>

**Age:-** Above 18 years and below 45 years on the last date fixed for receipt of applications by the Bank. In case of SC&ST candidates the upper age limit is relaxable up to 5 years and in case of Ex-Servicemen and other reserved categories upper age limit is relaxable on the pattern of State Govt.

**Pay scale, Educational Qualifications & Experience:-**

**Principal**:- In the Pay Scale of Rs.12675-475-13150-550-17000-595-18190/-

Candidate should possess a high academic record with a Masters Degree and at least 10 years experience in a Senior Position in the field of Banking, Training or Management. The maximum age limit shall be 55 years.

**Officer Gr-I**:- In the Pay scale of Rs.9900-400-10300-475-13150-550-17000/-

(i) A second class degree of a recognized University. (ii) 5 years experience in a responsible capacity in a Bank, Govt. Deptt or institution connected with co-operative / Agriculture development.

**Officer Gr-II**:- In the Pay Scale of Rs.8300-400-10300-475-13150-550-16450/-

(i) A second class degree of a recognized University. (ii) Banking line experience of 5 years.

**Officer Gr-III**:- In the Pay Scale of Rs.7575-325-7900-400-10300-475-13150-550-14250/-

A second class degree of a recognized University. In case of candidates possessing banking experience of 3 years simple graduate may also apply.

Note:- Preference for above posts shall be given to candidates possessing higher academic qualification and those belonging to state of H.P and also possessing Post Graduate Diploma in Business Administration (Cooperation) from VEMNICOM, Pune.

**Programmer**:- In the Pay Scale of Rs.8300-400-10300-475-13150-550-16450/-

MCA/B.Tech/B.E. Computer Science/ Electronics Engineering with one year experience in programming in different languages on various hardware platform (Micro and Mini Computers) preferably in Banking and Corporate Sector. **OR** Master Degree in Maths/ Operation Research/ Statistics/Physics with Post graduate Diploma and application from a recognized University/ Institute of at least one year duration with one year experience in

programming. **Essential Experience**:-One year experience in programming in various computer languages such as COBOL, FOXPRO and RDBMS in DOS/UNIX environments on Micro and Mini Platform. Candidates having experience in Banking Sector computerization shall be preferred.

**Hardware Engineer**:-In the Pay Scale of Rs. 8300-400-10300-475-13150-550-16450/-

BE/ B. Tech.(Electronics/ Computers) with one year experience in hardware network installation & maintenance. OR Diploma in Electronics/ Computers with two years experience in hard ware net work installation & maintenance.

**Steno/Typist, Computer Operator, Jr. Clerks , Sub-Helper and Cook**:- Purely on contract basis for fixed tenure on fixed sum @ initial stage of pay scale attached to the post plus 50% Dearness Pay thereon. (at present Initial stage of Pay scale of Steno –Typist & Computer Operator is Rs. 5600/-,Jr. Clerk is Rs. 4750/- and Sub-Helper, Cook & Mali is Rs. 2760/-)

**Steno/typist**:- (i) Matric with at least 55% marks or 10+2 with 45% marks or equivalent of a recognized university/ Board or a graduate or above with 5% relaxation to SC/ST/IRDP candidates. (ii) Pass in shorthand with a speed of 80 words per minute in English and 60 words per minute in Hindi.

**Jr. Clerk**: Matric with 50% marks or +2 45% marks or a graduate or above of a recognized university with 5% relaxation to SC/ST/IRDP candidates.

**Computer Operator** :- BA/ B.Com/ B.Sc. (with maths/statistics/ Operation Research/ Physics with diploma in computer application from a recognized University/ Institution with one year experience in computer operation, data processing and programming concepts.

**Sub- Helper, Cook and Mali**):-Minimum middle pass from a recognized Board of School Education.

**Fee & Mode of Payment**:-

Principal Rs.500/-

Officer Gr-I, Gr-II, Gr-III, Programmer & Hardware Engineer-Rs.200/- for General Category Candidates and Rs.125/-for SC/ST/IRDP Candidates.

Steno-Typist, Computer Operator & Jr. Clerk- Rs.150/- for General Category Candidates and Rs.100/-for SC/ST/IRDP Candidates.

Sub-Helper, Cook & Mali- Rs100/- for General Category candidates and Rs.75/-for SC/ST/IRDP candidates.

The candidate should send prescribed fees along with application form through DD/IPO drawn in favour of “HP State Cooperative Bank Ltd.” Payable at Shimla. Please note that fee is not refundable in any case.

**The last date for receipt of application form is 14.03.09 and for the candidates of Tribal area the last date is 21.03.09 where after no applications will be entertained.**

The applications will be entertained only on prescribed application format and no application will be entertained on plain paper or the form devised in any other manner. The candidates should fill up the application forms carefully in own handwriting. The advertisement notice and the prescribed application format are also available on the Bank’s website [www.hpscb.com](http://www.hpscb.com) **The candidates are not required to enclose copies of any certificates with the application** and their eligibility for the post will be ascertained on the basis of information given in application form. Any incorrect or misleading information given in application form by the candidate shall entail forfeiture of candidature of concerned candidate at any stage. **The candidate should specify on the envelope ,” The name of Post Applied For and the State & District he belongs to”**

**Application forms should be sent to the following address:**

**To,  
The General Manager,  
The HP state Cooperative Bank Ltd,  
Head Office,  
#1, Bank Building,  
The Mall, Shimla-1  
Himachal Pradesh**

The applications of the candidates not fulfilling the above terms and conditions, incomplete in any form, unsigned and received after due date will not be entertained and will be rejected summarily.

The call letters for screening test mentioning the roll number and the center of examination and other relevant information/ instructions will be issued by the Bank to eligible candidates by post in due course.

Managing Director