

INSTRUCTIONS REGARDING EVALUATION FOR POST OF GR IV JUNIOR CLERK AGAINST TRAINED SECRETARY AND COOP SOCIETIES EMPLOYEES QUOTA

Please bring your Aadhar Card for Identification in original along with a self attested copy

1. कृपया कॉल-लेटर का एक प्रिंट आउट लें और अपना पासपोर्ट आकार का फोटो (जो आवेदन पत्र के सिस्टम जनरेटड प्रिंट आउट पर चिपकाये गये फोटो की तरह हो) इस पर अच्छी तरह से चिपकाकर मूल्यांकन प्रक्रिया के समय इसे साथ में लाएं, कॉल-लेटर पर फोटो के बिना उम्मीदवारों को मूल्यांकन प्रक्रिया के लिये बैठने की अनुमति नहीं दी जाएगी।
Please take a printout of the call letter and bring it with a passport size photograph, (which is the same as the one pasted on the generated printout of the application form) firmly pasted on it when you come for the evaluation process. Candidates without the photograph on the call letter will not be allowed to appear for the evaluation process.

2. आप अपने साथ निम्नलिखित मूल प्रमाण पत्र/ प्रशंसा-पत्र. तथा उनकी एक स्व अभिप्रमाणित प्रति लाएं।

Kindly bring with you an attested copy as well the original of the following certificates/ testimonials.

(I) शैक्षिक योग्यता।

Education Qualifications.

(II) **Experience certificate countersigned by Concerned Assistant Registrar Cooperative Societies**

(III) जन्म प्रमाण पत्र (स्कूल छोड़ने का प्रमाण पत्र)

Date of Birth (School Leaving Certificate).

(IV) सक्षम प्राधिकारी_से जाति प्रमाणपत्र (अनुसूचित जाति/ जनजाति / अन्य पिछड़ा वर्ग उम्मीदवारों के लिए)।

Caste Certificate from the competent authority (for SC/ST/OBC Candidates).

(V) सक्षम प्राधिकार से अशक्तता प्रमाणपत्र (पी डब्लू डी) (शारीरिक रूप से विकलांग उम्मीदवारों के लिए)।

Persons with Disability (PWD) Certificate from the competent authority (for PWD candidates).

(vi) . All relevant certificates for

The evaluation will be of 15 marks (to be calculated from various 11 fields as per chart below) :

| | | Junior Clerk/ Computer Operator/ | Authority to issue |
|------|--|-------------------------------------|---|
| i) | Weight-age for the minimum educational qualification as per the Recruitment & Promotion Rules. [Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50% marks in the required educational qualifications, he/she will be allowed 1.25 marks (50 x 0.025 = 1.25) | 2.5 (two & a half) | recognized board / university . |
| ii) | Belonging to notified Backward Area or Panchayat, as the case may be | 1(one) | SDO (C) , Tehsildar / naib Tehsildar |
| iii) | Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority | 1(one) | SDO (C) , Tehsildar / naib Tehsildar |
| iv) | Non-employment Certificate to the effect that none of the family members is in Government/Semi Government | 1 (one) | SDO (C) , Tehsildar / naib Tehsildar |
| v) | Differently abled persons with more than 40% impairment / disability / infirmity | 1 (one) | H&FW authorities / Medical Boards |
| vi) | NSS (atleast one year) certificate holders in NCC / The Bharat Scout and Guide. Medal winner in National level sports competitions. | 1 (one) | Concerned Head of concerned institution / Concerned Distt youth Services and Sports Officer. |
| vii) | BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. | 2 (two) | 1. BDO for panchayat areas . 2. Commissioner / Joint / Assistant Commissioner for areas under Muncipal corporation 3.Executive officer for areas under Municipal Council |

| | | | |
|-------|---|----------------------|---|
| | | | 4. Secretary for areas under Nagar panchayats |
| viii) | Widow/divorced/destitute / single woman. | 1 (one) | 1. BDO for panchayat areas . 2. Commissioner / Joint / Assistant Commissioner for areas under Municipal corporation 3. Executive officer for areas under Municipal Council 4. Secretary for areas under Nagar panchayats |
| ix) | Single daughter/orphan | 1 (one) | 1. BDO for panchayat areas . 2. Commissioner / Joint / Assistant Commissioner for areas under Municipal corporation 3. Executive officer for areas under Municipal Council 4. Secretary for areas under Nagar panchayats |
| x) | Training of atleast 6 months duration related to the post applied for from a recognized University / Institution. | 1 (one) | Head of the Concerned recognized institution. |
| xi) | Experience upto a maximum of 5 years in Govt./semi-Govt. Organisation relating to the post applied for (0.5 mark only for each completed year). | 2.5 (two and a half) | Head of Concerned Office / Institution |

vi) कोई अन्य दस्तावेज, जो आप प्रस्तुत करना चाहें ।

Any other Documents you may like to produce

3. मूल्यांकन प्रक्रिया में आने से पहले कृपया सुनिश्चित करें कि विज्ञापन / अधिसूचना में निर्धारित पात्रता के अनुसार आप परीक्षा में बैठने के पात्र हैं । यदि आप पात्र नहीं हैं तो आपकी उम्मीदवारी भर्ती के किसी भी स्तर पर निरस्त कर दी जाएगी । कृपया नोट करें कि आपके मूल्यांकन प्रक्रिया में उत्तीर्ण होने के बाद भी पता चलता है कि आप पात्रता की शर्तें पूरी नहीं करते हैं, तो भी आपकी उम्मीदवारी निरस्त कर दी जाएगी ।

Before coming for the evaluation process, please ensure that you are eligible according to the eligibility criteria stipulated in the Advertisement/Notification. If you are not eligible, your candidature will be canceled at any stage of the recruitment. Please note that even if you qualify in the evaluation process and subsequently it is found that you do not fulfill the eligibility criteria, your candidature will be canceled.

4. आपको सूचित किया जाता है कि इस बुलावा पत्र में प्रकाशित समय से ३० मिनट मूल्यांकन प्रक्रियास्थान पर उपस्थित हों । देर से उपस्थित होने वाले उम्मीदवारों को मूल्यांकन प्रक्रिया में बैठने की अनुमति नहीं दी जाएगी ।
You are advised to report at the evaluation process venue 30 minutes before the time of the evaluation process as printed on this call-letter . Candidates arriving late will not be admitted.

5. उम्मीदवारों के प्रति या उनकी ओर से किया जाने वाला प्रचार या राजनैतिक दबाव या कोई बाहरी प्रभाव उनके चयन / भर्ती के बारे में गैर-अहर्ता समझा जाएगा ।

Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall be considered as **DISQUALIFICATION**.

6. बैंक द्वारा अस्थानीय अनुसूचित जाती / जनजाति के उम्मीदवारों को मूल्यांकन प्रक्रिया के लिए अपने निवास स्थान के

निकटतम रेलवे स्टेशन से मूल्यांकन प्रक्रिया के स्थान तक के लघुतम मार्ग से उनकी आने-जाने की यात्रा का II-Class (साधारण गाडी) रेल किराया अदा किया जाएगा (टिकट प्रस्तुत करनी होगी)। इसके अलावा कोई अन्य भत्ता नहीं दिया जाएगा। जहां बस सेवा उपलब्ध है, वहां यदि वह बस से यात्रा करते हैं तो उन्हें बस का किराया अदा किया जाएगा (टिकट प्रस्तुत करने पर) बशर्ते वह ट्रेन के स्वीकार्य किराए से कम अथवा उसके बराबर हो यह रियायत उन पात्र अनुसूचित जाती / जनजाति के उम्मीदवारों को प्राप्त नहीं होगी जो पहले से ही केंद्रीय/राज्य सरकार / निगम / सार्वजनिक उपक्रम / स्थानीय सरकार/संस्था एवं पंचायत में कार्यरत हैं।

Outstation SC/ST candidates will be reimbursed to and fro second class railway fare (by ordinary trains only) for the journey undertaken by them for appearing for the evaluation process from their place of residence from the rail link nearest to their places of residence by the shortest route, but no other allowance will be paid by the Bank (tickets to be produced). In case, they undertake the journey by bus, where bus is also available they will be paid bus fare (ticket to be produced) provided, it is less than or equal to the admissible train fare. **This concession will not be admissible to SC/ST candidates who are already in service in Central/ State Govt./ Corporations/ Public Undertaking/ Local Government/ Institutes and Panchayats.**

7. चयन की वैधता माननीय उच्च न्यायालय के CWP No 1435 of 2017 & 1512/2017 1813 /2017 & 1932 /2017 in Hon'ble High Court of HP.के निर्णय पर निर्भर करती है।
8. The Selection is subject to the outcome of CWP No 1435 of 2017, 1512/2017, 1813 /2017 & 1932 /2017 in Hon'ble High Court of HP.