

authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- (2) Candidate should indicate the percentage obtained in 10+2 calculated to the nearest two decimals 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 evaluation of documents, the candidate will have to produce a certificate 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.
- (3) **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%.
- (4) **The candidates may ensure that they** should have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. In case they have passed Matriculation and 10+2 from any School/Institution situated outside the Himachal Pradesh, they must possess certificate of being bonafide Himachali while applying for the ibid posts.

**Pattern of online Examination:**

The online examination for the above posts (Jr. Clerk & Steno/Steno-typists) will be conducted in two phase pattern of examination i.e. Phase-I ( Preliminary examination) and Phase-II (Main Examination) through IBPS, Mumbai.

**The structure of the Examinations which will be conducted online shall be as follows:**

**Phase-I (Preliminary Examination):-**

For all the posts i.e. Jr. Clerk (Direct Recruitment), Jr. Clerk (PACS/OCS quota) & Steno/Steno-Typist:-

Sr. No.	Particulars	No. of Questions	Marks	Duration	Version
1.	English Language	30	30	20 min.	Bilingual i.e. English and Hindi both except English Language Questions
2.	Numerical Ability	35	35	20 min.	
3.	Reasoning Ability	35	35	20 min.	
<b>Total</b>		<b>100</b>	<b>100</b>	<b>60 min.</b>	<b>-</b>

**NOTE** – Candidates up to 10 times of vacant posts in the Jr. Clerk category and 20 times of vacant posts in the Steno/Steno-typist category will qualify to appear for the Main Examination Phase.

**Phase-II (Main Examination):-**

**For the post of Jr. Clerk (Direct Recruitment) & Steno/Steno-Typist:**

Sr. No.	Particulars	No. of Questions	Marks	Duration
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1.	Reasoning	40	20	30 minutes
2.	Numerical Ability	40	20	30 minutes
3.	English	40	20	30 minutes
4.	General Awareness*	50	25	30 minutes
	<b>Total</b>	<b>170</b>	<b>85</b>	<b>120 minutes</b>
<b>* General Awareness will also include 25% questions about H.P. General Knowledge.</b>				

**For the post of Jr. Clerk under society quota (under PACS/OCS quota):**

<b>Sr. No.</b>	<b>Particulars</b>	<b>No. of Questions</b>	<b>Marks</b>	<b>Duration</b>
1.	Reasoning	40	20	30 minutes
2.	Numerical Ability	40	20	30 minutes
3.	English	40	20	30 minutes
4.	General Awareness*	50	25	30 minutes
	<b>Total</b>	<b>170</b>	<b>85</b>	<b>120 minutes</b>
<b>* Out of 50 questions of General Awareness, 25 questions will be from Banking including Co-operative Banking and 25 questions will include question on general awareness and question about H.P. General Knowledge.</b>				

**NOTE – 1:** Candidates up to 3 times of vacant posts in the case of Jr. Clerk ( Direct Recruitment) & Jr. Clerk (Under PACS/OCS quota) categories will qualify to appear for scrutiny of documents.

**NOTE – 2:** Candidates up to 6 times of vacant posts in the case of Steno/Steno-typist category will qualify to appear for skill test of steno typing /typing. After the skill test, the candidates upto 3 times of vacant posts will qualify to appear for scrutiny of documents. .

**The pattern of the Examinations which will be conducted online shall be as follows:**

### **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. The minimum level of educational qualification for the post of Jr. Clerks/ Steno/Steno-Typist is 10+2 with 50 % marks.

### **2. Total marks for Phase-I (Preliminary Examination):**

The Phase-I (Preliminary Examination) will be of 100 marks which shall be qualifying in nature. The merit obtained by candidate in Phase-I (Preliminary Examination) will not be considered while preparing final merit list.

### **3. Total marks for Phase-II (Main Examination) & Evaluation of documents:**

As per the provisions of Bank's Service Rules, the marks for Phase-II (Main Examination) shall be 85 % and marks for Evaluation of documents shall be 15 %. Accordingly, the Phase-II (Main Examination) shall be of 85 marks and Evaluation of documents of candidates declared successful in Phase-II (Main Examination), shall be of 15 marks as per the laid down criteria.

### **4. Merit of written examination/test:**

The overall minimum qualifying marks in the online examination shall be 45% of total marks prescribed for written test, meaning thereby that merit of written exam/test shall not slide down below 45% marks in any case.

#### **5. Duration of written Test:**

The duration for phase-I (Preliminary examination) shall be 1 hour and for Phase-II (Main examination) the duration shall be of 2 hours as mentioned above.

#### **IMPORTANT POINTS TO BE NOTED:–**

- i. For every wrong answer, 0.25% marks shall be deducted. In the online examination the question paper shall be of objective type multiple choice providing 5 alternates as answers. The question paper shall be both in English and Hindi.
- ii. The ibid recruitment process will consist of two stages i.e. online examination (Phase-I & Phase-II examination) and evaluation of documents as per the laid down criteria under Bank's Service Rules. The candidates declared successful in Phase-II (Main Examination) in case of Jr. Clerk category and Phase-II (Main Examination) alongwith qualifying the skill test in case of Steno/Steno-typist category will be called for evaluation of relevant documents by the Bank at later stage as per the laid down criteria. Final selection will be on the basis of marks of Phase-II (Main Examination) and marks allotted on the basis of evaluation of relevant documents. The candidates declared successful in the online Phase-II (Main Examination) for the post of Steno/Steno-Typist shall have to pass the steno typing/ typing test to be conducted by the Bank at later stage.
- iii. Final merit of the candidates applying will be decided on the basis of total marks obtained in the online examination and marks allotted to them on the basis evaluation of relevant documents as per the laid down criteria . Waiting list of the candidates will be prepared up to minimum one and up to 50 percent of the total vacant posts. Validity of such merit list will be one year from the date of approval of the same from RCS, H.P.
- iv. Preference shall be given to the candidates possessing knowledge of Customs, traditions, languages and culture of the State and the test shall also include questions on the subject.
- v. **Only those candidates who secure at least 45% marks in the Phase-II (Main Examination) will be shortlisted for evaluation of documents.**

#### **Junior Clerks total emoluments:**

- All the posts will be filled on **regular basis** in the pay scale having Pay Band of Rs. 10300-34800/- plus Grade Pay of Rs. 3200/-.

**Name of post:** Junior Clerk, **Pay Scale:** 10300-34800, **Total Emoluments:** Rs. 35863 + admissible allowances Per Month.

#### **Steno/Steno-Typist total emoluments:**

- All the posts will be filled on **regular basis** in the pay scale having Pay Band of Rs. 10300-34800/- plus Grade Pay of Rs. 3200/-.

**Name of post:** Steno/Steno-Typist, **Pay Scale:** 10300-34800, **Total Emoluments:** Rs. 35863 + admissible allowances Per Month.