



Recruitment Notice
Jogindra Central Cooperative Bank Ltd.
Head Office: Rajgarh Road Solan H.P.

RECRUITMENT FOR THE POSTS OF PEON-CUM-HELPER

Jogindra Central Cooperative Bank Ltd; Solan, Himachal Pradesh invites Off-Line applications from the eligible candidates, for various posts in different categories in the Bank on regular basis as detailed hereunder:

Category of Post	Total	Gen UR	SC Ex-Ser
Peon-cum-Helper	2	1	1

1. Candidates belonging to all reserved categories should be bonafide Himachalis only.
2. An Ex Serviceman will be as defined by the Department of Personnel, Govt. of HP and should belong to H.P.
3. The wards of Ex-Servicemen are not eligible for the posts advertised for Ex-Servicemen.
4. The valid certificate of IRDP issued by a competent authority
5. The valid certificate of OBC issued by a competent authority.

2. PAY SCALES, ALLOWANCES:

<u>Post</u>	<u>Pay Scale</u>
Peon-cum-Helper	Rs. 5910-20200 Grade-Pay 1800 plus applicable allowances

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, work experience etc. in original alongwith attested photocopies thereof in support of their identity and eligibility as indicated in the application format at the time of documents verification for which the candidate will be intimated separately after shortlisting on the basis of merit. Merely applying for and being shortlisted in the subsequent documentation/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 August, 2017):** Candidate must have been born not earlier than **02-08-1972 and not later than 01-08-1999** (both dates inclusive).
 - a. Candidate should be above 18 years and below 45 years of age. The candidates born between 01-08-1999 and 02-08-1972 (both days inclusive) are eligible. In case of SC/ST candidates' upper age is relaxable by 5 years.
 - b. In case of Ex- Servicemen, there will be relaxation in the upper age limit for recruitment on the pattern of state Govt.
3. 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 01-08-2017. Proper document from Board / University for having declared the result on or before 01-08-2017 has to be submitted at the time of interview.

The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the marksheet/ Provisional certificate.

4. 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.
5. 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%.

ELIGIBILITY CRITERIA: Matriculation

5. APPLICATION FEE (non refundable):

S.No.	NAME OF THE POST	CATEGORY	FEE
1	Peon-cum-Helper	GENERAL/ OBC/ Ex Servicemen	400
		SC/ST/IRDP	300

The fees may be submitted through crossed Demand Draft/IPOs in favour of "**Jogindra Central Cooperative Bank Ltd.**" payable at **Solan**".

6. Procedure for applying:

Candidates are first required to submit application on prescribed proforma available in the Bank's website www.jccb.co.in. Duly filled in application alongwith requisite documents and applicable fee should be reached this office on or before 28-08-2017 and in case of tribal area candidates the last date for receipt of application will be 04-09-2017 on following address:

"The Managing Director,
Jogindra Central Cooperative Bank Ltd;
Head Office: Rajgarh Road Solan H.P. -173212"

The envelope containing the application should be superscribed as "**Application for the Post of Peon-cum-Helper**".

Applications received after last date for receipt of application will not be entertained.

7. Documents require to be attached alongwith prescribed Application format:

1. If candidate belongs to notified backward area or panchayat, attach as self attested copy of certificate issued by the concerned Gram Panchyat/Competent Authority
2. If candidate belongs to a landless family/ i.e. family having land less than 01 hectare, attach latest Jamabandi of land and a self attested copy of certificate issued by the revenue authority (Tehsildar/ Naib-Tehsildar).
3. If none of family member of candidate is not in Govt./Semi Govt. Job. attach self attested copy of non-employment certificate issued by the Tehsildar /Naib-Tehsildar to the effect that none of the family member of the candidate is in Govt. or Semi-Govt. Service.
4. If candidate is differently abled persons with more than 40% impairment /disability /infirmity attach a self attested copy of disability certificate issued by the competent Medical Board i.e. District Medical Board or above.) Percentage of impairment/disability/infirmity of candidate _____ percent.
5. If candidate having NSS (atleast one year) certificate holders in NCC/ The Bharat Scout and Guide Medal winner in National level sports competitions, attach self attested copies of the certificates issued by Competent Authority.

6. If candidate belongs to BPL family having family annual income (from all sources) below Rs. 40,0 00 /-or as prescribed by the Govt. from time to time, attach self attested copy of the certificate alongwith a copy of Parivar Register of candidate issued by the concerned authority.
7. If candidate is widow /divorced/destitute /single woman, attach self attested copy of the certificate
8. If candidate is Single daughter/orphan attach self attested copy of the certificate issued by Competent Authority.
9. If candidate having experience upto a maximum of 5 years in Govt. of semi-Govt. organization relating to the post applied for attach self attested certificates issued by the Head of the Office clearly indicating period of experience with date of Joining and Nature of work performed during the intervening period.
10. Other self attested copies of following documents /certificates required to be attached with application form is as under:
 - I. A copy of certificate of Matric Pass from H.P. Board of School Education or a recognized Educational Institute.
 - II. A copy of valid certificate of the relevant category (SC/ST/OBC) of the applicant issued by the Competent Authority, if candidate belongs to any such category.
 - III. A copy of a valid certificate/document of sub-category (IRDP/BPL/Ex-Serviceman) of the applicant issued by the Competent Authority, if candidate belongs to any such category.
 - IV. A copy of Himachali Bonafide Certificate issued by the competent Authority.

8. NOTE:

The certificates/documents submitted by the candidate with the application form are subject to verification by the office. In case of any fake/fraud certificate or information detected at any time /stage, a case under criminal procedure act would be registered against the candidate besides departmental disciplinary action including dismissal /termination of service without giving any notice.

9. Important Dates:

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| 1. Opening date for submission of applications | : | 8 th August, 2017 |
| 2. Last date of receipt of applications | : | 28 th August, 2017 |
| 3. Last date of receipt of applications for tribal area candidates | : | 4 th September, 2017 |

Applications received after last date for receipt of application will not be entertained.

Managing Director