

Employment Notice

The HP State Cooperative Agriculture & Rural Dev. Bank Ltd., invites application from the local permanent residents for engaging part time worker, one each in following 11 Bank branches for the purpose of cleaning & sweeping, for maximum of 4 hours a day, on the remuneration as fixed by the State Govt from time to time, subject to fulfilling the conditions:-

- i) That the candidate must be permanent resident of the area within the radius of 8 KM from the concerned bank branch where he/she wants to apply.
- ii) No family member of the candidates should be a Govt./Semi Govt. employee.
- iii) The name of the candidate should be registered with the local employment exchange.
- iv) The age should be between 18-45 yrs at on last date of applying.
- v) The minimum education qualification for the post shall be 10+2 pass from recognised Board.
- vi) The selection of candidate will be made on the basis of 100 marks, out of which weight age for minimum educational qualification i.e. 10+2 will be calculated out of 85 marks and rest of 15 marks will be given on various criteria/parameters.

The format of application, parameters on which the marks of 15 will be awarded has been uploaded on the Bank's website www.hpardb.in along with the scheme for engaging PTWs in the Bank and the same is also available with the concerned branch office.

The interested candidate may apply on the prescribed format (available on the Bank's website and concerned branch) to the concerned Branch Managers on their following address upto 20.08.2022.

S/No	Address to whom the applications are to be sent.	Phone No.
1	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Anni, Distt Kullu.	01904-253960
2	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Nalagarh, Distt Solan.	01795-222276
3	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Nankhari, Distt. Shimla.	01782-225641
4	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Sarahan, Distt. Sirmour.	01799-236006
5	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Dadahoo, Distt. Sirmour.	01702-267739
6	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Shillai, Distt. Sirmour.	01704-278594
7	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Padhar, Distt. Mandi.	01908-260700
8	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Dharampur, Distt. Mandi.	01905-272010
9	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Gohar, Distt. Mandi.	01907-250302
10	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Bharmour, Distt. Chamba.	01895-225128
11	The Branch Manager, The H.P State Coop. Agri. & Rural Development Bank Ltd, Banikhet, Distt. Chamba.	01899-254739

The certificate of passing 10+2, certificate of having permanent residence within 8 KM of concerned Bank branch issued by competent authority i.e. revenue/HPPWD and the certificates on which the applicant claims the marks out of 15 mentioned above, issued by the competent authority are required to be enclosed with the application form. The candidates applying to the branches other than their local branch and beyond the last date fixed for submission application forms/applying shall be rejected without any further correspondence.


(Vivek Chauhan) HAS
Managing Director

Application Format

Application for engaging Part time worker in the HP State Coop. Agri. & Rural Dev. Bank Ltd.

- 1) Name of Applicant:- _____
- 2) Father's Name:- _____
- 3) Date of Birth:- _____
- 4) Educational Qualification:- _____
- 5) Name of Employment exchange :- _____
- 6) Employment Registration No.:- _____
- 7) Branch for which applied:- :- _____
- 8) Distance of the branch from permanent residence:- _____
- 9) Telephone No. (Mobile):- _____
- 10) Permanent Address:-

- 11) Address for correspondence:-

Signature of candidate

Declaration:-

I, _____ the above named applicant do hereby state that the above informations are true to the best of my knowledge and belief. Nothing has been concealed thereof and in case any of the above information is found false/incorrect in future, my candidature shall be cancelled & I shall be held personally liable for it. I further declare that there is no Govt./semi Govt. employee from my family and I fulfill the necessary qualification/criteria prescribed for the post of Part Time Worker in the Bank.

Enclosed: - Certificates _____

Signature of candidate

Dated:-

Place:-

The HP State Coop. Agri. & Rural Dev. Bank Ltd. SDA Complex, Shimla-9

Detail of various parameter and the competent authority for issuing the required certificate/s for awarding marks out of 15 for engaging Part Time Workers (PTWs) in the Bank is as under:-

S/no.	Parameters	Marks	Competent authority for issuing the certificate
i)	Belonging to notified Backward Area or Panchayat, as the case may be	1 (one)	Concerned SDO(C) / Tehsildar/ Naib Tehsildar
ii)	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	2 (two)	Concerned SDO(C) /Tehsildar/Naib Tehsildar
iii)	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	2.5 (two & a half)	i) Tehsildar/Naib Tehsildar/SDM (Civil)/ADM/ADC/DC. ii) The Commissioner/ Additional Commissioner/Joint Commissioner of the Municipal Corporation /Executive Officer of the municipal council/Secretary of Nagar Panchyat.
iv)	Differently abled persons with more than 40% impairment / disability / infirmity	1 (one)	H & FW authorities /Medical Boards
v)	NSS (atleast one year) certificate holders in NCC / The Bharat Scout and Guide. Medal winner in National level sports competitions	1 (one)	Head of Concerned Institution. Certificate of medal winners will be issued by concerned District Youth Services and Sports Officer/ Head of Institution.
vi)	BPL family having family annual income (from all sources) below Rs.40,000/- or as prescribed by the Govt. from time to time.	2.5 (two & a half)	1. Rural areas:- Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate) or concerned panchayat Secretary/ Sahayak and countersigned by the Pradhan. 2. Urban areas:- i) Municipal Corporation:- Commissioner ii) Municipal Council:- Executive Officer iii) Nagar Panchayats:- Secretary
vii)	Widow / divorced / destitute /single woman.	1.5 (one & a half)	1. Rural areas:- Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. 2. Urban areas:- i) Municipal Corporation:- Commissioner ii) Municipal Council:- Executive Officer iii) Nagar Panchayats:- Secretary
viii)	Single daughter/Orphan	1 (one)	1. Rural areas:- Concerned BDO by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate. 2. Urban areas:- i) Municipal Corporation:- Commissioner ii) Municipal Council:- Executive Officer iii) Nagar Panchayats:- Secretary
ix)	Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year)	2.5 (two and a half)	Competent authority of the concerned Govt./ semi Govt. organization.

Admin
12

**POLICY FOR REGULATING THE SERVICES OF PART-TIME
WORKERS OF THE H.P. STATE COOPERATIVE AGRICULTURE &
RURAL DEVELOPMENT BANK LTD; SHIMLA-9.**

The service of Part-Time workers in the H.P. State Coop. Agri. & Rural Dev. Bank Ltd. Shimla- 9 will be regulated by the following policy which will supersede all previous instructions issued on the matter, if any.

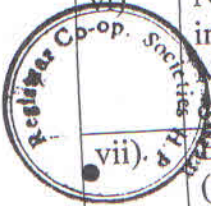
- (i) Part Time Workers after completing 8 years of continuous service as on 31.03.2020 and 30.09.2020 will only be made Daily Wagers or as decided by State Govt. from time to time. Posts vacated by such Part Time Workers shall stand abolished.
- (ii) Daily Waged Workers who have completed 5 years of continuous services (with a minimum of 240 days in a calendar year except where specified otherwise for the tribal areas) as on 31.3.2020 & 30.9.2020 may be considered for regularization against the available vacancies and regularization shall be only from prospective effect i.e. after the date, the orders of regularization are issued after completion of codal formalities.
- (iii) The proposal for regularization of these PTWs / Daily wagers will be placed before the Selecting Authority constituted under the Bank Service Rules for making appointments to the category of Helper-cum-Peon in the Bank, which will determine the suitability of the PTWs./ Daily wagers. With a view to ascertain the suitability of these PTWs / daily wagers for the post of Helper-cum-Peon, the eligible candidates will be subjected to a screening test as provided in Service Rules of the Bank. Further, the Selecting Authority shall consider the past work and conduct of each PTWs/Daily wager based on a report to be obtained from the concerned Branch Manager on work/conduct related aspect and recommend regularization of suitable candidates. Only those candidates will be recommended for regularization who qualify the screening test, possess the minimum academic qualification and fulfill the other criteria.
- (iv) Seniority list of Part-Time Workers / Daily Wagers will be prepared by the Bank every year.



In future, the Bank will desist from appointing any Part- Time Workers. Wherever, the need arises, the job will be outsourced locally or to some agency on mutual agreed terms. Only in circumstances where the Bank fails to have any post filled up through outsourcing, the Bank will appoint any PTW after seeking special permission of the Registrar Cooperative Societies, HP. The appointment shall be made as per Govt. Policy and on the merit so drawn based on the following parameters:

(a)

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 (50X0.025=1.25)}	Percentage of marks obtained in qualifying examination calculated out of 85. For example, a candidate getting 50% marks in Matric will be given 42.5 marks.
ii)	ii) Belonging to notified Backward Area or Panchayat, as the case may be	1(one)
iii)	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	2 (two)
iv)	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	2.5 (Two & a half)
v)	Differently abled persons with more than 40% impairment / disability / infirmity	1 (one)
vi)	NSS (atleast one year) certificate holders in NCC / The Bharat Scout and Guide. Medal winner in National level sports competitions	1 (one)
vii)	BPL family having family annual income (from all sources) below Rs.40,000/- or as prescribed by the Govt. from time to time.	2.5 (Two & a half)
viii)	Widow / divorced / destitute /single woman.	1.5 (one & a half)



ix)	Single daughter/Orphan	1 (one)
x)	Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution.	-----
xi)	Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year)	2.5 (two and a half)
Pro-rata weightage for more/less than 15% interviews marks at present will be given accordingly.		

- (b) The candidate must be within the radius of 8 KM of the Bank branch/office where the recruitment is made.
- (c) No family members of the candidates should be a Govt./ Semi Govt. employee.
- (d) Notification regarding vacancy of Sweeper-cum- Water carrier may be displayed on the Bank's Notice Board with full terms and conditions /eligibility .
- (e) Local Panchyat Pradhan may be intimated in this respect. Notification regarding vacancy of PTWs will be displayed on the Panchyat's Notice Board or wider publicity in general public.
- (f) The names of the candidates should be registered with the local employment exchange. The selection shall be made by the committee consisting of the local Director, AGM of the zone and concerned Branch Manager based on the above criteria/parameters which should further be got confirmed from the appointing authority.
- (vi) The rates for daily wagers would be governed by the rates fixed by the State Govt. from time to time for daily wagers.
- (vii) The PTWs/daily wagers shall not be entitled to payment of any exgratia in lieu of bonus out of the profit of the Bank after their regularization. They will, however, be entitled to bonus as per payment of Bonus Act depending on admissibility. An affidavit will be taken from them in this

regard at the time of regularization that they will not demand/claim any exgratia from the Bank during the period of their entire service period in the Bank.

- (viii) The minimum educational qualification for appointment for Class-IV post(s) will be middle or matriculation from school/institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
- (ix) The women part time workers shall be entitled for maternity leave up to 26 (Twenty Six) weeks, as provided under the Maternity Benefits act, 1961.
- (x) The daily waged workers so regularized shall be liable to be posted anywhere in the State.
- (xi) Any other amendment made by State Govt. from time to time in this regard.

Approved on this 27 day of August, 2021
under my hand & seal.

Registrar
Cooperative Societies
Himachal Pradesh