

The Kangra Co-operative Primary Agriculture & Rural Development Bank Ltd. Dharamshala, a Cooperative Sector Bank functioning in three district viz. Kangra, Hamirpur and Una of Himachal Pradesh invites applications from eligible candidates, for filling up posts under different categories in the Bank on or before **25.06.2025** However, for the candidate residing in Lahaul & Spiti District, Kinnaur District, Pangi and Bharmour Sub Division of Chamba District and Dodra Kwar Sub Division of Shimla District of Himachal Pradesh, the last date for receipt of the applications is **05.07.2025**. The applications received after these dates will not be entertained. The Bank will not be responsible for delay in receipt of the applications due to any reasons what-so-ever.

1. The post wise breakup of vacancies is as under:-

| Category of Post | Post Code | Total Vacancy | General | Mode of Recruitment |
|------------------|-----------|---------------|---------|---------------------|
| Driver | 104 | 2 | 2 | As Trainee |

| Category of Post | Post Code | Total Vacancy | General | | | SC | | OBC | EWS | Mode of Recruitment |
|------------------|-----------|---------------|---------|--------|------|----|--------|-----|-----|---------------------|
| | | | UR | Ex-Man | PwBD | UR | Ex-Man | UR | | |
| Peon | 105 | 15 | 7 | 1 | 1 | 2 | 1 | 2 | 1 | As Trainee |

Abbreviations used:-

UR (Unreserved), **Ex-Man** (Ex-Serviceman), **PwBD** (Person with Benchmark Disabilities), **SC** (Scheduled Caste), **OBC** (Other Backward Classes), **EWS** (Economical Weaker Section).

1. The candidates must be registered with employment exchange in Himachal Pradesh.
2. Candidates belonging to all reserved categories should be bonafide Himachali only.
3. An Ex-serviceman will be as defined by the Department of Personnel Govt. of H.P. and should belong to H.P. only.
4. The wards of Ex-Servicemen are not eligible for the posts advertised for Ex-Servicemen.
5. 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 the last date fixed for receipt of applications. The date of passing the examination which is reckoned for eligibility will be the date of passing as appearing on the mark sheet/ Provisional certificate.
6. Candidate should be **above 18 years and below 45 years of age**. In case of SC/ST/OBC/Physically Handicapped & Wards of freedom fighter & candidates already employed either in HP State Govt. or any PSUs, upper age is relaxable by 5 years. However, the age relaxation is applicable only to bonafide Himachali candidates. The age relaxation for bonafide S.C. of H.P./ S.T. of H.P. / O.B.C. of H.P./ W.F.F. of H.P./Persons with disabilities of

Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P., is available only if there is a post reserved for these categories. In case of Ex- Servicemen, there will be relaxation in the upper age limit for recruitment on the pattern of HP State Govt.

7. S.C. of Himachal Pradesh / S.T. of Himachal Pradesh / O.B.C. of Himachal Pradesh/ E.W.S. of Himachal Pradesh/W.F.F. of Himachal Pradesh / Ex-Servicemen of Himachal Pradesh and Physically Disabled of Himachal Pradesh candidates must possess such certificates(s) in support of their claims made in the recruitment applications while applying for the concerned post(s). If any B.P.L. candidate applies for the post reserved for EWS category he/she shall have to submit a valid B.P.L. certificate countersigned by the Block Development Officer and also a non SC/ST/OBC certificate issued by the competent authority. The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.
8. The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the Bank. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of recruitment application. The latest certificate issued by the competent authority alongwith self undertaking stating that his /her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the Bank as and when asked by the Bank as well as on the day of viva / document verification.
9. All the selected candidates shall be initially appointed as trainee, the period of which shall be of two years at present or as decided by the H.P. State Govt. for its employees from time to time and after successful completion of training period, the services of the appointee shall be regularized based upon their satisfactory work and conduct during training period.
10. A candidate shall be eligible for appointment to these posts, if he/she has passed Matriculation and 10+2 from any school/Institution situated within Himachal Pradesh. However this condition shall not apply to Bonafide Himachalis.
11. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission applications on plain paper i.e. 25.06.2025.
12. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by enclosing copies of certificates of Essential Qualification, Matriculation certificate as age proof, Category Certificate alongwith Bonafide certificate of H.P. and Experience Certificate (where required) to avoid rejection of their candidature after the closing date.
13. In service candidates may apply with information to their Head of Departments/Employer for issuing NOC. No in service candidate will be evaluated unless he/she brings NOC from the concerned employer.
14. Casual/ Ad hoc/Daily rated/ Work Charged/ contractual do not need to produce NOC from the concerned employer.

15. Incomplete applications/without relevant or supporting enclosures and received after due date shall be out rightly rejected and no correspondence will be entertained in that respect.
16. Applications other than in the prescribed format shall not be entertained.
17. The candidates must mention their e-mail & mobile No. correctly in their Recruitment Application for receiving messages relating to Examination.
18. Final merit list shall be drawn on the basis of marks obtained in the educational qualification and evaluation. A waiting panel of candidates will also be prepared of minimum 1(one) candidate or 50% of the vacancies advertised and the validity of the waiting panel would be one year from the date of approval granted by the Registrar. Cooperative Societies HP in this regard.
19. No person shall be eligible for appointment to any post in the Bank if he has been convicted to any offence involving moral turpitude or has been convicted for any offence to undergo a sentence of imprisonment for a term of six months or more unless a period of five years at least has elapsed since the date of such conviction or the expiry of the term of imprisonment whichever is later.
20. Furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information/documents has been furnished or that there has been suppression of any factual information in the application, comes to the notice at any time during the service of a person, his/her service would be liable to be terminated.
21. The name of those candidates whose applications are rejected or not entertained will be displayed on the website of the Bank. The decision of the Bank as to the eligibility or otherwise of a candidates for admission to evaluation or selection will be final and no correspondence/ personal enquiries will be entertained.
22. **No candidate will be eligible for selection/evaluation :-**
 - If he/she has been dismissed from any previous service:
 - If he/she has been convicted of any offence involving moral turpitude or has been permanently debarred/ disqualified from appearing in any examination or selection:
 - If he/she is found either directly or indirectly influencing the selection process in any manner:
23. The candidates must read the instructions carefully for applying which are available on the website of the Bank, i.e. www.kpardb.in before applying for the above post.
24. Bank reserve the right to fill up the posts, not fill up the posts, or cancel the advertisement, in whole or in part, without assigning any reason.
25. Disputes, if any, shall be subject to Court jurisdiction at Dharamshala.
26. No TA/DA shall be paid for appearing in selection/evaluation process.

IMPORTANT NOTE:

1. Candidates are advised to visit the Bank's website www.kpardb.in from time to time for updates in their own interest.

2. PAY SCALE AND ALLOWANCES:-

All of the posts are to be filled as trainee and the initial emolument attached with each post is as under:-

| Category of post | Applicable Level of the Pay Matrix | Initial Pay | Emoluments at the time of initial joining. As per OM No. Fin(C)-B(7)-2/2021 dated 12.01.2022 |
|------------------|---|-------------|--|
| Driver | Pay Level 05 i.e., Rs. 21,300-67,800/- | Rs 21300/- | Rs. 12780/- |
| Peon | Pay Level 01 i.e., Rs. 18,000- 56,900/- | Rs 18000/- | Rs. 10800/- |

Besides, after regularization, the appointee shall be eligible for other monetary & financial benefits like medical reimbursement leave encashment & gratuity etc. as are applicable to the Bank employees.

3. APPLICATION FEE (non refundable):-

| S.No. | NAME OF THE POST | CATEGORY | FEE in Rs. |
|-------|------------------|---|------------|
| 1 | Driver | General. | 700/- |
| 2 | Peon | General //Ex Servicemen. | 500/- |
| | | SC/ST/IRDP/PH/Women/OBC/EWS candidates of all categories. | 300/- |

4. How to Apply

- Download Application Form from Bank's website www.kpardb.in
- Fill up the application Form completely and submit the same by post to
"The General Manager, The Kangra Coop. Primary Agri. & Rural Development Bank Ltd., Civil Station, Dharamshala, Distt. Kangra, H.P. 176215.
The words **"Application for the post of Driver"** or **"Application for the post of Peon"** should be super scribed on the top of the envelope containing application form of the respective post.
- Application fee payable by way of Demand Draft/IPO in favour of **"The General Manager, The Kangra Coop. Primary Agri. & Rural Development Bank Ltd., payable at Dharamshala"**. Examination Fee once paid will not be refunded.
- The last date for receipt of applications shall be 25.06.2025 and 05.07.2025 for applicants belonging to Tribal Areas of Himachal Pradesh.

"Applications received by any other mode and after the due date shall be summarily rejected."

5. ELIGIBILITY CRITERIA FOR THE NOTIFIED POSTS:-

A. For the post of Driver

Essential Qualification

- (i) 10+2 from a recognized Board of School Education.
- (ii) Must possess valid driving licence for plying of Heavy/light vehicles in hilly terrain.

Desirable Qualification

Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Age : Between 18 to 45 Years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or as trainee :

Provided further that if a candidate appointed as trainee had become over-age on the date he was appointed as such, he shall not be eligible for any relaxation in the prescribed age-limit by virtue of his such appointment as trainee :

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporation/ Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- **Screening Test, Proficiency Test of driving & Document Verification as per R&P Rules as amended vide No. Per (AP)-C-A (3)-4/2010-L. Dated 16th November, 2024 by Department of Personnel, Govt. of H.P.**
- **Preference shall be given to those candidates who have good mechanical knowledge of automobiles.**

The candidate, who will secure 40 marks out of 100, will be declared pass in the Final Driving Test and the merit will be drawn from amongst these candidate only. Other candidates below 40 Marks will be declared fail.

Percentage of marks obtained in the 10+2 examination would be multiplied by 0.20.

For example:—If an individual has scored 50% marks in the 10+2 examination, he/she will be allowed 10 marks ($50 \times 0.20 = 10$).

B. For the post of Peon:-

Minimum Educational and other qualifications required for direct recruit(s).—

Essential Qualification

Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution.

Desirable Qualification

Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh

Age.—Between 18 to 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or as trainee :

Provided further that if a candidate appointed as trainee had become over-age on the date he was appointed as such, he shall not be eligible for any relaxation in the prescribed age-limit by virtue of his such appointment as trainee :

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporation/ Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

Selection for appointment to the post as Trainee:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in **Appendix-I**

Appointments as trainee to the post will be made subject to the terms and conditions given below:-

The candidates will be shortlisted in the ratio of 1:3 for Evaluation/Document Verification, on the basis of marks claimed in self assessment, which shall be calculated as per percentage of marks obtained in Matric to be calculated out of 85 marks (for example, a candidate getting 50% marks in Matric will be given 42.5 marks) and 15 marks will be awarded for evaluation of documents as mentioned in Appendix-I.

Final merit list shall be drawn on the basis of marks obtained in the educational qualification and evaluation.

6. CATEGORY CLAIMS:-

EWS (ECONOMICALLY WEAKER SECTION):-

- (i) As notified by the State Government of H.P. vide notification No. PER(AP)-C-B(12)-1/2019 dated 11.06.2019 issued by the Department of Personnel (AP-III), H.P., the persons belonging to Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SCs, STs and OBCs will be eligible to get 10% reservation in direct recruitment in the services of the State Government and Public Sector Undertakings etc.
- (ii) Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 4.00 lakh (Rupees four lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.
- (iii) The benefit of reservation under EWSs category (Other than SCs/STs/OBCs) can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as prescribed by the Government of H.P. from time to time. The Income and Asset Certificate issued by anyone of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:-
 - i) Deputy Commissioner/Additional Deputy Commissioner/ Additional District Magistrate;
 - ii) Sub-Divisional Officer (Civil) of the area where the candidate and/or his family normally resides;
and
 - iii) Revenue Officer not below the rank of Tehsildar.

Note-I: However, apart from the families with income ceiling of Rs 4.00 Lakh per annum subject to exclusion criteria, the B.P.L./IRDPA/Antodaya families (subject to production of valid certificate issued by the competent authority and countersigned by the Block Development Officer and supplemented by the non-SC / ST / OBC certificate issued by the competent authority) will also be treated as eligible for this 10% EWSs reservation.

Note-II: The appointment under this reservation category shall be provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false, the services of said appointee will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Bhartiya Nyaya Sanhita (BNS) for production of fake/ false certificate.

Note-III: IF eligible EWS candidate (s) is/are not available for selection, the post(s) will be treated automatically as de-reserved and will be filled-up from non-EWS candidate(s) of unreserved category.

EX-SERVICEMEN OF HIMACHAL PRADESH:

(i) The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate/Service Book and full detail in respect of their P.P.O. No., Rank and NOC with date of retirement from the Defence Services

to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh. The Short Service Commissioned Officers (SSCOs) released on or after 13-02-2020 shall have to upload proof of having received gratuity.

(ii) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “Ex-Serviceman” may be permitted to apply for re-employment one year before the completion of the

specified terms of engagement and avail themselves of all concessions available to ex-serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union. The period of one year shall be counted from the notified last date of receipt of applications for the post(s) advertised. Such candidate(s) should also upload NOC with date of retirement from the Defence Services to claim the benefit of reservation under the category of Ex-Serviceman of Himachal Pradesh.

The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified /issued by the H.P. Govt. from time to time in order to ensure their eligibility for admission to the aforesaid examination.

(PwBD) PERSONS WITH BENCHMARK DISABILITIES

Only such persons would be eligible for reservation In services/posts who suffer from not less than 40 per cent of the relevant disability. A person who wants to avail benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such persons for any post, will be subject to such verification/re-verification as may be decided by the competent authority. At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation. Although the recruitment of the persons with benchmark disabilities would only be in the posts identified suitable for them. The upper age limit for appointment to Class-I,II,III&IV posts/services as prescribed in the respective Recruitment & Promotion Rules has been allowed to be relaxed by 5 years in respect of persons with benchmark disabilities.

If there is no person with benchmark disability available for filling up the vacancy, the Bank can fill up the vacancy by appointment of a person, other than a person with benchmark disability.

PHYSICAL REQUIREMENT FOR THE JOB OF PEON

Job involved visual accuracy, frequent movement/walking, continuous long hours sitting etc. The physical requirements are as **S**-Sitting, **ST**-Standing, **W**-Walking, **MF**- Manipulations with fingers, **SE**- Seeing, **HS**-Hearing/Speaking, **RW**- Reading/ Writing, **C**-Communication

Appendix-I

| Sr. No. | Detail of Criteria of 100 Marks | Marks | Competent Authority to issue the certificate* |
|---------|---|---------------------|---|
| 1. | Percentage of marks obtained in qualifying examination to be calculated out of 85. (For example a candidate getting 50% marks in metric will be given 42.5 marks) | 85 | Concerned University/Board |
| 2. | Belonging to notified Backward Area or Panchayat as the case may be. | 1 (One) | Concerned SDO(C), Tehsildar/NaibTehsildar |
| 3. | Land less family/family having land less than One Hectare to be certified by the concerned Revenue Authority. | 2 (Two) | Concerned SDO(C), Tehsildar/NaibTehsildar |
| 4. | Non-employment Certificate to the effect that none of the family members is in Government/Semi- Government. | 2.5 (Two & half) | Concerned SDO(C), Tehsildar/NaibTehsildar |
| 5. | Differently abled persons with more than 40% impairment/disability/infirmity. | 1 (One) | Health & Family Welfare Authorities/Medical Boards |
| 6. | NSS (At least one year) certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions. | 1 (One) | Concerned Head of Institution. Certificate of medal winners in National level sports competitions shall be issued by concerned District Youth Services and Sports Officer/Head of Institution. |
| 7. | BPL family having family annual income (from all sources) below ₹ 40,000 or as prescribed by the Govt. from time to time | 2.5 (Two & half) | Concerned BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate). |
| 8. | Widow/divorced/destitute/Single women | 1.5 (One & half) | Concerned BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate). |
| 9. | Single daughter/Orphan. | 1 (One) | Concerned BDO (by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate). |
| 10. | Experience up to a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year.) | 2.5 (Two & half) | Competent authority to the concerned Govt./Semi Govt. Organization. |

***Note:-** For item No. (2) to (9), the authority competent to issue certificate is as per letter No.Per (AP-B) B (15)5/2014-loose-I, dated 18.07.2017 and Per(AP)-C-A(3)-4/2010 dated 23/10/2017 issued by the Additional Chief Secretary (Personnel) to the Government of Himachal Pradesh.