

**THE HARYANA STATE COOPERATIVE APEX BANK LTD.**  
**(A Scheduled Bank)**  
**SCO.78-80, Bank Square, Sector-17-B, Chandigarh-160017**

**Advt. No. 8/2019**

**Date of Publication : 14-08-2019**

Online Registration of Applications : **14-08-2019 to 31-08-2019**  
 Online Payment of Fees: **14-08-2019 to 31-08-2019 (till 11.59 PM)**  
 Online Examination Dates : **Oct.,2019/Nov., 2019 (Tentative)**  
 (Preliminary examination for Clerks)

Date for Main examination for Clerks : **To be announced later on**

Online single Examination for Junior Accountant, Senior Accountant and Assistant Manager/Development Officer : **To be announced later on**

Online application are invited for direct recruitment in the Haryana State Coop. Apex Bank Ltd., Chandigarh and 18 District Central Coop. Banks in the State of Haryana of under mentioned categories of posts using the website of **The Haryana State Coop. Apex Bank Ltd., Chandigarh** herein after referred as **Harco Bank** i.e. [www.harcobank.org.in](http://www.harcobank.org.in) Candidates should fill up the application form only after going through the instructions. The online applications can be filled up from **14-08-2019 to 31-08-2019 (till 11.59 P.M.)** thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance without waiting for last date of submission of online application form. The candidates are advised to check all the particulars filled up by them in application form and also ensure the correctness of uploaded certificates before finally submitting the application as no request for change of any particular shall be entertained by the **Harco Bank**. The printed copy of the online application form with necessary certificates must be brought at the time of scrutiny of documents. No offline applications form or copy of downloaded application form will be accepted. The selection shall be made in accordance with the provisions of the Haryana State Coop. Apex Bank's Staff Service (Common Cadre) Rules, 1988 and the Haryana State Central Coop. Banks Staff Service (Common Cadre) Rules, 1975 wherever applicable and the Haryana Government instructions issued from time to time regarding reservation. Qualification/eligibility conditions and other documents will be determined with regard to last date fixed to apply online applications also called as closing date i.e. **31-08-2019** as given in the advertisement. Candidate who does not fulfill the qualification/eligibility condition on cutoff date need not to apply. The online examination shall be conducted by **Institute of Banking Personnel Selection (IBPS)**. The details of the posts/vacancies are as under:-

**DETAILS OF POSTS AND QUALIFICATIONS**

**Cat.No.1 : 790 Vacancies of Clerks**

Sr. No.	Name of Bank (DCCB/ Harco Bank)	No. of Vacancies	Break up of vacancies category-wise												
			Gen.	SC	BC-A	BC-B	EBPG (EWS)	ESM (Gen)	ESM (SC)	ESM (BC-A)	ESM (BC-B)	OSP (Gen.)	OSP (SC)	OSP (BC-A & B)	PH (PwD)
1	Ambala	44	11	9	8	3	5	4	1	0	1	1	0	1	0
2	Bhiwani	64	18	11	8	4	7	5	2	2	2	0	1	2	2
3	Faridabad	53	9	11	9	6	6	4	1	2	2	0	1	1	1
4	Fatehabad	37	12	6	4	3	4	3	1	1	1	0	1	1	0
5	Gurgaon	26	9	3	3	2	3	2	1	1	1	0	1	0	0
6	Panchkula	23	8	3	2	2	3	2	1	1	0	0	1	0	0
7	Karnal	55	17	9	6	4	6	4	2	2	2	0	1	1	1
8	Kaithal	62	19	11	9	5	7	5	2	2	2	0	0	0	0
9	Kurukshetra	37	12	6	4	3	4	3	1	1	1	0	1	1	0
10	Mahendergarh	22	9	4	3	2	3	1	0	0	0	0	0	0	0
11	Yamuna Nagar	43	8	9	7	5	5	3	1	2	1	0	1	1	0
12	Rohtak	25	10	3	2	2	3	2	1	1	0	0	1	0	0
13	Sirsa	36	9	8	6	4	4	3	0	0	0	0	1	1	0
14	Sonepat	69	15	20	7	4	6	7	1	2	2	0	1	1	3
15	Jind	43	8	9	7	5	5	3	1	2	1	0	1	1	0

16	Rewari	18	5	3	2	2	2	2	1	1	0	0	0	0	0
17	Panipat	33	10	5	4	3	4	2	1	1	1	0	1	1	0
18	Jhajjar	26	12	3	3	2	0	2	1	1	1	1	0	0	0
19	Harco Bank	74	17	12	11	5	7	8	4	4	2	0	1	1	2
	<b>Total</b>	<b>790</b>	<b>218</b>	<b>145</b>	<b>105</b>	<b>66</b>	<b>84</b>	<b>65</b>	<b>23</b>	<b>26</b>	<b>20</b>	<b>2</b>	<b>14</b>	<b>13</b>	<b>9</b>

**Cat.2 : 123 Vacancies of Junior Accountant**

Sr. No.	Name of Bank(DCCB/Har co Bank)	No. of Vacancies	Break up of vacancies category-wise					
			Gen.	SC	BC-A	BC-B	EBPG (EWS)	ESM (Gen)
1	Ambala	9	2	2	2	1	1	1
2	Bhiwani	8	3	1	1	1	1	1
3	Faridabad	7	3	1	1	0	1	1
4	Fatehabad	7	3	1	1	1	1	0
5	Panchkula	4	3	0	0	0	1	0
6	Karnal	12	5	2	2	1	1	1
7	Kurukshetra	8	3	1	1	1	1	1
8	Yamuna Nagar	8	3	1	1	1	1	1
9	Rohtak	6	3	1	1	0	1	0
10	Sirsa	10	4	2	1	1	1	1
11	Sonepat	10	4	2	1	1	1	1
12	Jind	10	4	2	1	1	1	1
13	Panipat	7	3	1	1	0	1	1
14	Jhajjar	5	4	1	0	0	0	0
15	Harco Bank	12	4	2	3	1	1	1
	<b>Total</b>	<b>123</b>	<b>51</b>	<b>20</b>	<b>17</b>	<b>10</b>	<b>14</b>	<b>11</b>

**Cat.3 : 35 Vacancies of Senior Accountant**

Sr.No.	Name of DCCB	No. of Vacancies	Break up of vacancies category-wise		
			Gen.	SC	EBPG(EWS)
1	Ambala	2	1	0	1
2	Bhiwani	3	3	0	0
3	Faridabad	2	2	0	0
4	Fatehabad	1	1	0	0
5	Panchkula	1	1	0	0
6	Karnal	4	3	0	1
7	Kurukshetra	4	3	0	1
8	Yamuna Nagar	3	3	0	0
9	Rohtak	2	2	0	0
10	Sirsa	5	3	1	1
11	Sonepat	2	2	0	0
12	Jind	2	2	0	0
13	Panipat	3	3	0	0
14	Jhajjar	1	1	0	0
	<b>Total</b>	<b>35</b>	<b>30</b>	<b>1</b>	<b>4</b>

**Note:**

Candidates applying for the post of Jr.Acctt and Clerk shall give their option of choice for DCCBs and Harco Bank and for the post of Senior Accountant for DCCBs in seriatim i.e. one after other, priority-wise.

**Cat.4: 30Vacancies of Assistant Manager/Development Officer**

Sr. No.	Name of Bank	No. of Vacancies	Break up of vacancies category-wise					ESM (Gen.)
			Gen.	SC	BC-A	BC-B	EBPG (EWS)	
1.	The Haryana State Coop. Apex Bank Ltd.	30	18	6	3	1	1	1
	<b>TOTAL</b>	<b>30</b>	<b>18</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Educational Qualification and Pay-scale (Pay Matrix Level):-**

Sr.No.	Name of Post	Qualification	Pay Matrix Level
1	<b>Clerk</b>	i) Graduation with 55% marks or Commerce Graduate with 50% marks from a recognized University. ii) Knowledge of Hindi/ Sanskrit upto Matric standard.	Level-6 (Rs.35400-112400)
2	<b>Junior Accountant</b>	i) B.Com/B.A with Economics or Math/ B.Sc with Math as one of the subject with atleast 55% marks in aggregate/ B.Tech with atleast 60% marks. ii) Knowledge of Hindi/ Sanskrit upto Matric Standard.	Level-6 (Rs.35400-112400)
3	<b>Senior Accountant</b>	i) Atleast graduation with 55% marks in Commerce or Science with Math or BA with Math or Economics with 3 years experience. OR Atleast 50% marks in M.Com or MA with Math or Economics ii) Knowledge of Hindi/ Sanskrit upto Matric Standard.	Level-6 (Rs.35400-112400)
4	<b>Assistant Manager/ Development Officer</b>	i) Atleast 60% marks in Graduation in science with Math/ Arts with Economics or Math/ Commerce/B.Tech. OR Post Graduate in Math or Economics or Commerce or Business Administration or Engineering with atleast 55% marks either in Graduation or Post Graduation or Chartered Accountant with atleast 55% marks. OR 50% marks in Post Graduation in Economics or Math or Commerce with CAIIB. OR Master in Banking and Insurance Management with 60% marks. ii) Knowledge of Hindi/ Sanskrit upto Matric Standard.	Level-7 (Rs.44900-142400)

**Note:**

Candidate appointed/recruited for the post of Clerk, Junior Accountant, Senior Accountant and Assistant Manager/Development Officer shall have to qualify State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON or any other

authorized agency approved by the Government within a probation period of two years extendable by one year failing which the services shall be dispensed with. No increment shall be granted in the pay-scale till the test is passed. SETC shall be a post requisite condition/qualification. The candidates/employees possessing any of the following qualifications are exempted from taking State Eligibility Test in Computer Appreciation and Applications (SETC) :-

- a) M.Tech./ B.Tech (Computers), MCA, BCA or Diploma in Computers from recognized Institutions e.g. Polytechnics
- b) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) (erstwhile DOEACC Society)
- c) Haryana State Certificate in Information Technology (HS-CIT) from the authorized learning centers (ALCs) of HKCL.
- d) Candidates who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by Haryana State Electronic Development Corporation Limited ( HARTRON) or any other authorized agency as approved by the Government.

### **Abbreviations :**

General – Gen., Scheduled Caste – SC, Backward Class(A)- BC(A), Backward Class(B) – BC(B), Economically Backward Person in General Castes Category- EBPG(EWS-Economically Weaker Section), Outstanding Sports Persons – OSP, Ex-Servicemen – ESM, Physically Handicapped – PH(PwD-Persons with Disability).

**Age :** Minimum 18 years and maximum 42 years on the last date of submission of online applications.

### **Relaxation in Age.**

- i) In the case of Scheduled Caste(SC), Scheduled Tribe (ST), Backward Class(A) & Backward Class(B), the upper age limit is relaxable up to 5 years and in case of Ex-Serviceman candidates shall be of 42 years Plus continuous Military Service added by three years.
- ii) Age limit may be relaxed in cases of employees of Government/Boards/Corporation/Cooperative Institutions upto 10 years by the competent authority.

### **Fee details:**

#### **1. Examination fee (For each Category) excluding GST**

- **Rs.600/- for General Category + GST per application**
- **Rs.300/- + GST for SC/BCA/BCB/ EBPG(EWS) candidates of Haryana only and for female per application.**
- **No fee for Ex-serviceman of Haryana.**

However, the dependent of ESM are required to pay the fee as for General, SC or BCA & BCB candidates as the case may be. Fee once sent with the application form is neither transferable nor refundable/adjustable.

2. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
3. The payment can be made by using only Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards, Mobile Wallet.
4. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON INORDER TO AVOID DOUBLE CHARGE.
5. On successful completion of the transaction, an e-Receipt will be generated.
6. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

7. Candidates are required to take a printout of the e-Report and online Application Form. **Please note that if the same cannot be generated online transaction may not have been successful.**
8. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. There is facility to print application form containing fee details after payment of fees.

**Note:**

**Detailed instructions for filling the online application form are available on website of Harco Bank. These must be gone through carefully before filling up the form.**

**Procedure/instructions for Online Filling Application Form:**

**Special Instructions:**

The prescribed essential qualification does not entitle a candidate for selection. **IBPS** shall provide merit list of the candidates to the Haryana State Coop. Apex Bank Ltd., Chandigarh and District Central Coop. Banks in the State of Haryana for the posts of Clerk, Junior Accountant, Senior Accountant where these posts exist, on the basis of online exam and there shall be no interview for these posts .

For the post of Assistant Manager/Development Officer, IBPS shall provide merit list of the candidates to the Haryana State Cooperative Apex Bank Ltd; on the basis of online examination and there shall also be an interview.

Candidates applying for the post of Jr.Acctt and Clerk shall give their option of choice for DCCBs/ Harco Bank and for the post of Senior Accountant for DCCBs in seriatim i.e. one after other, priority-wise.

**NOTE :** Allotment of Bank will be on the basis of merit and preferences given by the candidate, for various banks, provided the vacancy for that particular category in which a candidate qualifies, exists in the preferred Bank(s). For example, if a candidate given First Preference to a Bank where there is no vacancy for, he will be considered for next lower preference, where he/she has applied. Candidates shall indicate their preference. Any application for change in the preferences indicated in the online form shall not be considered.

**Selection process for the posts of Clerk, Junior Accountant and Senior Accountant in brief shall be as under :-**

**1- Online Examination (90 Marks) :-**

- (a) There shall be separate online (CBT) examinations for each post.
- (b) The candidates for the post of Clerks shall have to undergo a preliminary online (CBT) examination of 90 minutes duration having 90 questions containing 1 mark for each question of total Ninety (90) marks comprising of objective type, multiple choice questions.
- (c) The main online (CBT) examination for the post of Clerks shall be of objective type having One Hundred Eighty (180) multiple choice questions of 0.5 marks each and test shall be of Two hours and thirty Minutes (150 minutes) duration. While each correct answer will get 0.5 marks, there will be no negative marking for wrong answers. The medium of examination shall be English/Hindi except where the knowledge of English language of the candidates is to be tested.
- (d) Test paper shall include – 75% weightage for General Awareness, Reasoning, English, Current Affairs, Numerical Ability, other relevant fields etc. 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana and to qualify under this, the candidates would have to score minimum 50% marks of this 25% weightage.

**Note :- The pattern of online examination for the post of Clerk shall be as follows :**

**Preliminary Examination(only for Clerk posts)**

Sr.No.	Name of test	No. of question	Maximum marks	Medium of exam	Time allotted
1	English Language	30	30	English	Maximum timeNinety(90) minutes
2	Reasoning	30	30	English & Hindi	
3	Numerical Ability	30	30	English & Hindi	
	Total:	90	90		

**Main online (CBT) Examination (for Clerk)**

Sr.No.	Name of test	No. of question	Maximum marks	Medium of exam	Time allotted
1	Reasoning	30	15	English & Hindi	Composite time of Two hours thirty minutes (150 minutes)
2	General Awareness	25	12.5	English & Hindi	
3	Numerical Ability	30	15	English & Hindi	
4	English Language	25	12.5	English	
5	Current Affairs	25	12.5	English & Hindi	
6	History, Current Affairs, Literature, Geography, Civics, Environment, culture of Haryana	45	22.5	English & Hindi	
	Total:	180	90		

**Note :** The online examination for the post of Junior Accountant, Senior Accountant, Assistant Manager/Development Officer is proposed to be on the pattern of Main examination for the post of Clerk as mentioned above. There will be no preliminary examination for Junior Accountant, Senior Accountant and Assistant Manager/Development Officer.

- 2. Socio-Economic criteria and experience (10 marks) for the post of Clerk, Junior Accountant and Senior Accountant shall be available.**

**(In terms of Haryana Government Notification No G.S.R.-10/Const./Art.309/2018 Dated:13.02.2018)**

Ten (10) marks for socio economic criteria and experience shall be allocated as under :-

- a. If neither the applicant nor any person from among the applicant's family viz. father, mother, spouse, brother, and son is, was or has been a regular employee in any Department/Board/Corporation/company/Statutory Body/Commission/Authority of Government of Haryana or any other State Government or Government of India. (5 marks)
- b. If the applicant is:-
  - (i) a widow, or
  - (ii) the first or the second child and his father has died before attaining the age of 42 years, or
  - (iii) the first or the second child and his father had died before the applicant had attained the age of 15 years. (5 marks)
- c. If the applicant belongs to such a denotified tribe (VamuktJatis and TapriwasJatis) or Nomadic tribe of the State of Haryana which is neither a Scheduled Caste nor a Backward Class. (5 marks)
- d. **Experience:**  
One-half (0.5) mark for each year or part thereof exceeding six month of experience, out of a maximum of sixteen years, on the same or a higher post in any Department/Board/Corporation/Company/Statutory Body/ Commission/

Authority of Government of Haryana. No marks shall be awarded for any period less than six months.

(A maximum of 8 marks)

**Note:** No applicant shall be given more than 10 marks for socio economic criteria and experience under any circumstance.

**Examination Schedule:**

The online examination (CBT) is likely to be held in October, 2019/November, 2019 and the date, time and place of examination will be as per admit card. However, HARCO BANK reserve the right to change/reschedule the above schedule on the administrative grounds or otherwise. Applicants are advised to regularly visit the Website as no separate individual intimation shall be sent.

**Regulatory Framework:-**

1. Certificate for an applicant whose father has died issued by Tehsildar/ Naib Tehsildar. Refer Annexure AI, AII.
2. Widow Certificate issued by Tehsildar; Refer Annexure BI, BII;
3. Vimuktjati and Tapriwasjati Certificate issued by Tehsildar: Refer Saralharyana.gov.in or Antyodaya Saral Centres at Distt. Level or Tehsildar Office.
4. Experience Certificate issued by the concerned appointing Authority : Refer Annexure D1.
5. Affidavit attested by Executive Magistrate in prescribed format regarding point : Refer annexure E1 to be brought at the time of Scrutiny.

**Note: 1.**

- i. Performa/Formats for certificates are available as Annexure A-1, A-II, B-1, B-II, D-1, E-1 to this advertisement.
- ii. Claim under the Socio-Economic Criteria, if any, shall be admissible to those candidates only, who would fill the details in their application in support of their claim failing which, no benefits shall be considered after last date of filling online applications.

**Note:2**

- i) Selection for the post of Clerk will be on the basis of marks obtained in the online test(main) and Socio-Economic Criteria. 10 times of advertised posts will be shortlisted for the main examination.
- ii) Selection for the post of Junior Accountant and Senior Accountant shall be on the basis of marks obtained in the online test and Socio-Economic Criteria.

**Selection process for the post of Assistant Manager/Development Officer in brief shall be as under :-**

**1- Online Examination (90 Marks) :-**

- (a) The candidates shall have to undergo online (CBT) single examination on the pattern of main examination of the post of Clerk comprising of objective type, multiple choice questions. There will be no preliminary examination for Assistant Manager/Development Officer.
- (b) The online (CBT) examination shall be of objective type having One Hundred Eighty (180) multiple choice questions of 0.5 marks each and test shall be of Two Hours Thirty Minutes (150 minutes) duration. While each correct answer will get 0.5 marks, there will be no negative marking for wrong answers. The medium of examination shall be English/Hindi except where the knowledge of English language of the candidates is to be tested.
- (c) Test paper shall include – 75% weightage for General Awareness, Reasoning, English, Current Affairs, Numerical Ability, Other relevant fields etc. 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana and

to qualify under this, the candidates would have to score minimum 50% marks of this 25% weightage.

## 2- Interview (10 Marks)

Ten (10) marks will be for interview for the post of Assistant Manager/Development officer. On the basis of merit list in online examination conducted by IBPS, interview shall be conducted by a Committee constitute of the eligible candidates and three times of the vacancy(ies) advertised, shall be called for interview. Candidates obtaining marks equal to last candidate of the three times of the vacancies shall also be called for interview. Overall merit shall be on the basis of online examination and interview.

The examination for all the posts will be on online computer based Test (CBT). The decision of the **Harco Bank** in all matters relating to acceptance or rejection of an application/ eligibility/ suitability of the candidate made of, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard. The candidates shall be bound by all the instructions issued from time to time and non-compliance may lead to rejection of candidature.

### Note:

1. Claim of reservation, if any, shall be admissible to those candidates only, who are domicile of Haryana.
2. The reservation to Freedom Fighters and their Children/Grand Children will be available only if quota reserved for Ex-servicemen or Backward Classes remains unfilled to that extent due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes. Overall reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for Freedom fighters/their Children/Grand Children will remain limited 2% only. This benefit will be available to all Grand Children i.e. sons and daughters of sons and daughters (paternal as well as maternal) of the Freedom Fighters (Chief Secretary Instruction No.22/10/2013-1GSIII, dated 15.07.2014).
3. Reservation shall be as per Haryana Govt. instructions contained in letter No.22/10/2013/1GSIII, dated 15.07.2014 and Instructions issued from time to time. The benefit of Reservation in Scheduled Caste (SC), Backward Class(A) & Backward Class(B), Economically Backward Person in General (EBPG/ EWS), Ex-Serviceman (ESM), Outstanding Sports Persons (OSP), Physical Handicapped (PH)/PwD (Person with disability), Dependent Ex-Servicemen (DESM) & Freedom Fighter/their Children/Grand Children are only for domicile of Haryana State.
4. The SC/BCA/BCB/EPBG(EWS)/OSP and PH (PwD) (Person with disabilities) candidates are required to submit SC/BCA/BCB/EPBG(EWS)/OSP and PH(PwD) (Person with Disabilities) Certificate duly issued by the competent authority when called upon to do so by HARCO BANK. Likewise, the outstanding sports persons shall be required to produce the **Sports Gradation Certificate** as per Govt. instructions duly issued by the competent authority.
5. DFF (Dependent Freedom Fighter) shall be required to produce the Certificates duly issued by the competent authority.
6. Qualifications and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.
7. No individual information at any stage shall be sent and hence all candidates should regularly visit the Website and Public Notices in different Newspapers.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. For Disabled ESM/Dependent of Killed/Disabled in action, reservation will be as per Haryana Govt. Instructions contained in letter No.945-GSII 72/6451 dated the 6<sup>th</sup> March, 1972. The reservation for ESM will be utilized in the order given below:
  - i. Disabled ex-servicemen with disability between 20% to 50%;



- ii. Upto two dependents of Service personnel killed/disabled beyond 50%;
- iii. Other ex-servicemen;

**Note:-** Such benefit is not allowed to the ex-servicemen and their dependents who is released in the normal course after the completion of their term and is available to those who are boarded out of service by the defence department on account of their disability (vide Govt. Circular letter No.8047-4GSII-73/1549, dated 21<sup>st</sup> January, 1974).

10. Disabled ex-servicemen will mean ex-servicemen who, while serving in the Armed Forces of the Union were disabled in operations against the enemy or in disturbed areas.
11. The dependents of ESM will include wife/widow, dependent sons/daughters and who fulfil all conditions of qualifications, age etc. prescribed for posts & will be considered on merit for the posts reserved for ESM to the extent of non availability of suitable ESM candidates.
12. DESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form and will have to produce the valid Eligibility Certificate from the concerned ZilaSainik Board when called upon to do so by HARCO BANK. Mere dependent certificate will not be entertained. ESM candidates should also produce attested photo copy of Identity Card issued by concerned ZilaSainik Board and Discharge Book whenever required.
13. If on verification at any stage, it is found that any candidate does not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefited in his/her application from that particular eligibility condition or not.
14. Candidates having Degrees/Diploma/Certificates from Board/Institution/ University which are not recognized by Haryana Government will not be eligible.
15. In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement the candidate can call at helpline No.0172-4008470, 2784785 on all working days from 10.00 A.M. to 5.00 P.M.

#### **DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN**

**NONE OF THE PERSON BELOW SHALL FALL WITHIN THE DEFINITIAON OF WORD DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO.12/37/79-GSII. DATED 21-11-1980:**

- a. A person may be working on an adhoc basis against the post advertised or somewhere else.
- b. A person may be unemployed at the time of making the application but he may have other source of income viz. From agriculture, trade, property, Bank Balance etc.
- c. A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.
- d. A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.

#### **Downloading of Call Letter**

Candidates will have to visit Bank's website for downloading call letters for online test. Intimation for downloading call letter will be sent through email. In case, email is not delivered, Harco Bank will not be responsible. In case, a candidate does not have a valid personal email ID/ Mobile number, he/she should create his/her new email ID and mobile number before applying online and must maintain that email account and mobile number till the examination process is completed. Once the candidate clicks the relevant link, he/she can access the window for call letter download and can be downloaded 10 days before the examination date. The candidate is required to use (i) Registration Number/ Roll Number (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter, preferably the same as provided during registration, and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof and as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

Candidate reporting late i.e. after the reporting time specified on the Call Letter for examination will not be permitted to take the examination.

**Identity Verification**

**(i) Documents to be produced**

In the examination hall, the call letter alongwith a photocopy of the candidate’s photo identity ( bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/Voter’s Card/ Bank Passbook with Photograph/ Photo Identity Proof issued by a Gazzetted Officer/People’s Representative alongwith a photograph/Identity Card issued by a recognized college/university/ Aadhar/ E-aadhar card with a photograph/ Employee ID should submitted to the invigilator for verification. The candidate’s identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for Examination.

- Ration Card and Learner’s Driving License will not be accepted as valid id proof.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette Notification/their original marriage certificate/affidavit in original.

Note :Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submitted photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will be not allowed to take up the examination.

**Examination Centre**

The online examination shall be conducted at various centers. The candidate shall indicate his/her preference for threecenters in the application form from the following :-

Sr.No.	Name of center
1.	Chandigarh-Mohali
2.	Ambala
3.	Jind
4.	Karnal
5.	Panipat
6.	Rohtak
7.	Hisar
8.	Sonepat
9.	Gurugram
10.	Faridabad
11.	Yamuna Nagar
12.	Kurukshetra

1. The examination will be conducted online in venues given in the respected call letters.
2. No request for change of – Center/Venue/date/session for examination shall be entertained.
3. The HARCO Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres at its discretion, depending upon administrative feasibility, logistics etc.
4. The HARCO Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her owns risk and expenses and the HARCO Bank shall not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for “online” examination, the HARCO Bank reserves the right to allot any other adjacent centre to those candidates OR if the number of candidate is more than the capacity available for

online exam for a centre, the HARCO Bank reserves the right to allot any other centre to the candidate.

### **Biometric Data – Capturing and Verification**

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination (except for Preliminary examination for Clerks) for the post of Clerk, Junior Accountant, Senior Accountant and Assistant Manager/Development Officer.

**Please note :** The biometric data and photograph will be captured/verified on the following occasions –

- i) Before the start of the Main examination it will be captured.
- ii) At the end of Main examination before leaving the exam hall/lab.
- iii) At the time of joining if provisionally allotted.

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final binding upon the candidates. Refusal to participate in the process of biometric data capturing/verification on any of the above mentioned occasions may lead to cancellation of candidature.

- If fingers are coated (stamped ink/mehndi/coloured.. etc.). ensure to thoroughly wash them so that coating is completely removed before the exam/joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other finger, toes etc. may be captured.

### **General Instructions :**

1. Please read the instructions and procedures carefully before you start filling the Online Application Form.
2. The candidate should fill all details while filling the Online Application Form.
3. Candidates applying for the post of Jr.Acctt and Clerk shall give their option of choice for DCCBs/ Harco Bank and for the post of Senior Accountant for DCCBs in seriatim i.e. one after other, priority-wise.
4. After applying online, Registration No. and Password will be generated.
5. Take print out of the registration No. and Password screen for future reference of your application status and for reprinting of your online filled application form and e-Challan form.
6. After successful submission of application candidates can take print out of application form.
7. The hard copy of application form along with all documents must be brought at the time of certification/scrutiny.
8. Candidates are advised to fill their application form carefully such as Name, Father's/Mother's name, Domicile, State, Date of birth and category, qualification, obtained marks, passing year, photo & signature, fee etc. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the date of application form and fees paid by him/her. No correspondence will be entertained in this regard.
9. If, at any time, it comes to the notice that the candidate did not possess the required qualifications/eligibility criteriaas on cutoff date at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
10. Merely indicating in the application form any special class (SC/BC/ESM/EBPG(EWS)/OSP/PH(PwD)/DESM/DFE etc. etc. while he/she does not belong to that class shall not entitle the candidate for employment and any wrong information shall be treated as misconduct and his/her application will be cancelled at any state of detection of the false information.
11. Probation period shall be of 2 years extendable by one year and confirmation shall be only on successful completion of probation period.
12. Before joining as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the bank.

13. Candidate (s) have to execute agreement bond with the bank at the time of his/her appointment that he/she serve the bank for the period applicable to the post.
14. For any litigation, the area of jurisdiction shall be Hon'ble Punjab & Haryana High Court at Chandigarh.
15. Decision of HARCO Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the HARCO Bank in this behalf.
16. A candidate whether he belongs to general or reserved category viz. SC, BCA, BCB, EBPG(EWS), ESM/DESM, DFF, OSP etc. can submit only one online application form for a particular category of post advertised. Candidate shall submit separate application for each post. The special instructions for online applications as given on website of **Harco Bank**, [www.harcobank.org.in](http://www.harcobank.org.in) must be carefully read to help in understanding and filing in the application form. No offline form will be accepted. All the relevant columns of the application form should be filled in.

### **DEGREE OF DISABILITY FOR RESERVATION IN PERSON with DISABILITY(PwD/PH):**

Only such persons would be eligible for reservation who suffer from not less than **40 per cent** of relevant disability i.e. Orthopedic Challenge Visual Impaired and Hearing Impaired. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority i.e. Medical Board duly constituted by the State Government of Haryana.

**Printed Copy :** Printed copy of the application form with original certificates and photocopy of self attested certificate must be brought by the candidate at the time of scrutiny/selection alongwith Photo, Identity Proof i.e. Identity card/ Driving License/ Passport/ Voter Card/ PAN Card/ Aadhar Card etc.

### **Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of online examination/ scrutiny, if a candidate is or has been found guilty of (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means or (vi) not complying with the instructions issued time to time, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :-

- (a) to be disqualified from the examination/scrutiny for which he/she is a candidate.
- (b) to be debarred either permanently or for a specified period, from any examination or recruitment conducted by **Harco Bank**
- (c) for termination of service, if he/she already in bank's service.

### **Fake Institutions :-**

Candidates, who have obtained degrees or diploma or certificate for various courses from any institution declared fake by the University Grants Commission or not recognized by Haryana Government shall not be eligible for being considered for recruitment to the posts advertised and no representation in this regard shall be entertained.

### **Serving Government Employees :-**

Serving Government Employees/Board/Corporation/Cooperative Institutions have to produce No Objection Certificate from their Head of Department/Institution at the time of verification/document scrutiny.

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

**Before applying online, candidates should :**

- i) scan their :
  - Photograph (4.5cm\*3.5cm)

- Signature
  - Left thumb impression (If candidate is not having left thumb, he/she may use his/her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe.
  - A handwritten declaration (text given below) (in case of candidates who cannot write may get the text of declaration types and put their left hand thumb impression below the typed declaration and upload the document as per specifications).  
Ensuring that the all these scanned documents adhere to the required specifications.
- ii) Signature in CAPITAL LETTER WILL NOT be accepted.
  - iii) The left thumb impression should be properly scanned and not smudged.
  - iv) The text for the hand written declaration is as follows –  
“I -----(name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
  - v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written by any body else or in any other language, the application will be considered as invalid.
  - vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges.
  - vii) Have a valid personal email ID, which should be kept active till the completion of this round of Common Recruitment Process. IBPS may send call letters for Examination etc. through the registered e-mail ID. Under no circumstance, a candidate should share with/mention e-mail ID to/ of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

**APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE)**

**PAYMENT OF FEE ON-LINE –14-08-2019 to 31-08-2019**

Bank transaction charges for online payment of application fees/intimation charges will have to borne by the candidate.

**Documents to be brought at the time of scrutiny/selection**

- i) All original certificates/documents/testimonials of educational qualification, matriculation certificate showing date of birth and other documents mentioned in the online applications and one set of self attested copies of all these certificates.
- ii) Printed copy of online application form along with latest stamp size photograph duly attested by a gazetted officer and pasted on the application form alongwith date on photograph.
- iii) Original proof of fee deposited.

**Likely causes of rejection of application :**

The following are likely causes of rejection :-

- More than one application form for a particular category.
- Application is incomplete and not online.
- Full fee, if not deposited in the manner prescribed.
- No qualification of Hindi/Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite academic qualification on cutoff date.
- Applicant does not indicate visible identification mark in appropriate column of application form.
- Candidate is underage/overage on the cutoff date/closing date.
- Variation in data of online application form and in original documents when brought for verification/scrutiny.
- Lack of essential qualification as prescribed in advertisement.

USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN THE EXAMINATION IS STRICTLY PROHIBITED.
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**APPLICATION FORM FOR ORPHAN CERTIFICATE**

To

The Naib Tehsildar/Tehsildar,

\_\_\_\_\_

**Subject: Issuance of Orphan Certificate.**

1	Name of Applicant (IN BLOCK LETTER)	
2	Date of Birth (enclose proof)	
3	Present Address, village	
4	Post Office	
5	Police Station	
6	District	
7	Caste	
8	Father's Name	
9	Date of father's Death (enclose death certificate)	
10	Mother's name	
11	Date of mother's death (enclose death certificate)	
12	Name of Guardian	
13	Relationship with Guardian	
14	Occupation	
15	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

Please issue me an "Orphan " Certificate.

Place:

Signature of applicant

Date:

Signature and address of witness

i)

ii)

**VERIFICATION**

I,.....s/o,d/o,w/o .....  
Member Panchayat/ Sarpanch/Councilor/MLA/MP of concerned  
village/Area/constituency ..... verified  
personally and statement furnished by the applicant are correct to the best of  
my knowledge and belief.

Signature with seal of Member Panchayat/Sarpanch/Councilor/  
MLA/MP of concerned village/Area/constituency



**ORPHAN CERTIFICATE**

No..... date.....

1	Name of Applicant (IN BLOCK LETTER)	
2	Date of Birth (enclose proof)	
3	Present Address, village	
4	Post Office	
5	Police Station	
6	District	
7	Caste	
8	Father's Name	
9	Date of father's Death (enclose death certificate)	
10	Mother's name	
11	Date of mother's death (enclose death certificate)	
12	Name of Guardian	
13	Relationship with Guardian	
14	Occupation	
15	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

This certificate is issued based on the details given in the application, verification report, local enquiry, facts and records produced by the applicant.

Signature with seal of The Naib Tehsildar/Tehsildar

**APPLICATION FORM FOR WIDOW CERTIFICATE**

To

The Naib Tehsildar/Tehsildar,  
  
\_\_\_\_\_Sub: **Issuance of Widow Certificate.**

I, ..... widow of Sh..... hereby give my particular as under:-

1	Name of Applicant (IN BLOCK LETTER)	
2	Address	
3	Village	
4	Tehsil	
5	District	
6	Post Office with PIN Code	
7	Name of Father/Mother	
8	Name of Husband	
9	Date of death of Husband (Death Certificate to be attached)	
10	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

Please issue me "Widow" Certificate.

Place:

Signature of applicant

Date:

**VERIFICATION**

I,.....s/o,d/o,w/o .....  
Member Panchayat/ Sarpanch/Councilor/MLA/MP of concerned  
village/Area/constituency ..... verified  
personally and statement furnished by the applicant are correct to the best of  
my knowledge and belief.

Signature with seal of Member Panchayat/Sarpanch/Councilor/  
MLA/MP of concerned village/Area/constituency

**WIDOW CERTIFICATE**

No..... date.....

Certified that the person with the details mentioned below is a widow;

1	Name of Applicant (IN BLOCK LETTER)	
2	Address	
3	Village	
4	Tehsil	
5	District	
6	Post Office with PIN Code	
7	Name of Father/Mother	
8	Name of Husband	
9	Date of death of Husband (Death Certificate to be attached)	
10	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

This certificate is issued based on the details given in the application, verification report, local enquiry, facts and records produced by the applicant.

Signature with seal of The Naib Tehsildar/Tehsildar

**Annexure-D-I**

**EXPERIENCE CERTIFICATE**

1. This is to certify that Shri/smt/Ms/Kumari.....  
son/daughter/wife of Shri.....  
resident of.....village/town.....  
tehsil.....  
District..... of the ..... State/Union Territory  
has been serving as ..... (complete  
nomenclature of the post) in the office of  
.....  
(Department/Board/Corporation/Company/Statutory Body/  
Commission/ Authority of Government of Haryana).
2. The period of engagement was from .....  
to..... and the completed years and months  
are ..... (years& months).
3. The EPF account no. (if any) is/was .....

Place: Signature with seal of Issuing Authority (Head of Office)

Date: Full Name:

Designation:

Address:

Telephone No. With Code

**UNDERTAKING**

I, ..... Son/Daughter of  
.....aged ..... years, R/o  
....., District..... do  
hereby submit the following information for claiming marks under the socio-economic criteria namely :-

- (1) That I am to apply for the post of .....in The Haryana state cooperative Bank Ltd./DCCBs in the state of Haryana against Category NO..... Advt. No..... dated .....
- (2) That my Aadhaar No./PAN Card No./Voter ID No. (if any) is .....
- (3) That my father, mother, spouse, brother and son are/were not regular employee in any Department/Board/Corporation/Company/Statutory Body/ Commission/Authority of Government of Haryana or any State Government or Government of India.
- (4) That as no person as mentioned above had been in employment, I may be allotted marks under the socio-economic criteria.
- (5) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks also my name would have figured within the select list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.
- (6) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in the meantime any other eligible person in my family obtains the benefits thereof in the recruitment.

Place:  
Date:

DEPONENT

**VERIFICATION:-**

Verified that the contents of all the above paras are true to my knowledge and belief and nothing has been concealed therein.

Place:  
Date:

DEPONENT