

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%;