



hpscb
(Scheduled Bank)

The Himachal Pradesh State Co-operative Bank Ltd.

Head Office - The Mall Shimla (H.P.) - 171001

(Bank of the State - For the State)

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Notice-II

(Document Verification process for the posts of Jr. Clerks (Under PACS/OCS quota))

Documents/ Certificates required during Document Verification Process- Advance intimation thereof.

In reference to the recruitment process initiated by the Bank for filling up 91 posts of Junior Clerks (under PACS/OCS quota) for which online main examination was conducted by IBPS, Mumbai on 5th July 2026; the result of ibid online examination was declared on 25.08.2026 and accordingly the list of candidates shortlisted for document verification, in ratio 1:1.75, in the order of Roll Numbers (not in the order of merit) was uploaded on Bank's website www.hpscb.bank.in on same day for information of all concerned.

In this context, it is informed that tentative date for document verification of shortlisted candidates is 14th September, 2026 and the venue for the same will be Bank's Agriculture Cooperative Staff Training Institute (ACSTI) situated at Sangti, Summerhill, Shimla - 171005. However, final date and venue will be communicated through call letter. The link for downloading call letter for document verification process will be hosted on Bank's website shortly. Information in this regard will be sent through E-mail/SMS on their registered e-mail ID/phone numbers mentioned in the application form.

In order to ensure smooth conduct of Document Verification process, all candidates who have been shortlisted in online examination for document verification, are advised in their own interest to keep the following documents/certificates readily available to avoid any inconvenience during Document verification process:-

1. Matriculation certificate showing the date of birth of the candidate for age proof.
2. Graduation degree certificate along with detailed mark sheets of all years in support of Educational qualification, duly issued by a recognized University/Institution.
3. Where CGPA (Cumulative Grade Point Average)/OGPA (Overall Grade Point Average) is awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the Board/University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

4. Experience certificate issued by the concerned Inspector of society and countersigned by the concerned Assistant Registrar, Cooperative Societies of H.P. with authentic certification based on record of concerned society shall only be valid. Such experience certificate should invariably be supported with the following documentary proof:

- (i) Copy of resolution of the managing committee of concerned society to the effect of his/her initial appointment.
- (ii) Copy of the relevant pages of Statutory audit report/ note for at least 3 years for candidates applying under PACS quota and 5 years for candidates applying under OCS quota, containing reference of payment of wages/salary from the account of the society along with list of employees attached with the report/note.
- (iii) Copy of certificate from concerned society duly stipulating therein that candidate is not directly or indirectly a defaulter of their society. This certificate should be verified by the concerned Inspector of society and countersigned by the concerned Assistant Registrar, Cooperative Societies of H.P. with authentic certification based on record of concerned society.

It may be clearly noted by the candidates, that in case experience quoted in application form while applying online for the post, turns out to be false during verification/scrutiny of original certificate and record, the candidature shall be treated cancelled/rejected summarily irrespective of his/her qualifying the online main examination.

5. Category/ Sub-category certificate(s), if any, viz. SC, ST, OBC, EWS/ BPL , Ex-Servicemen, WFF, PwBD on the prescribed form duly issued by the competent authority.
- a. The candidates belonging to OBC categories are required to submit latest valid OBC certificate. The OBC candidates are also required to submit an undertaking stating therein that his / her status has not been changed and he/she is not excluded from category of OBC on account of being covered under creamy layer.
 - b. The candidates belonging to BPL/IRDP category are required to submit latest valid BPL/IRDP.
 - c. The candidates applying under EWS category will have to submit either a latest valid "Income & Asset Certificate" **or** a valid BPL/IRDP certificate countersigned by BDO and supplemented by the non-SC/ST/OBC certificate issued by the competent authority on format prescribed by H.P. Government.

d. The candidates belonging to Ex-servicemen category shall bring discharge book/certificate & other related documents issued by the competent authority as a proof of being Ex-serviceman.

e. The candidates belonging to PwBD (Persons with Bench Mark Disability) of H.P. (having not less than 40% disability) should also bring proof/ certificate issued by the concerned competent authority.

6. Bonafide Himachali Certificate.

7. Latest Character Certificate issued by Executive Magistrate.

8. Currently valid photo identity proof (such as PAN Card/Aadhaar Card/passport/Driving License/ Voter's Card with photograph etc.) along with two passport size colour photographs.

It may be noted that ibid list of documents/certificates is only illustrative and not exhaustive. The shortlisted candidates are advised to refer to the "Detailed instructions for recruitment of Junior Clerks(Under PACS/OCS quota)" for more details.

Other Conditions:-

1. Please note that the admission for the Document Verification process shall be purely provisional and subject to the verification of candidate's eligibility as per Bank's Service Rules / detailed instructions for recruitment. Onus of proving the eligibility lies on the candidate. In case the candidate fails to produce any of the certificate/testimonial, which is necessary to determine his/her eligibility, the candidature of such candidate will be rejected/ cancelled finally and no further representation(s) will be accepted against final rejection.

2. The eligibility ascertained at the time of Document Verification shall be subject to verification of Experience Certificate/Caste/Tribe/ Class/Category/ Ex-Serviceman/ BPL/ IRDP/ EWS/ Physically Handicapped etc., as the case may be and certificates in support of educational qualification(s). If at any point of time the verification reveals that the claim in respect of educational qualification and also in respect of belonging to SC / ST /OBC / IRDP/ EWS /Ex-SM or any other category/ sub-category, as the case may be, is false, his/her candidature for ibid post will be terminated forthwith, at any stage, without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Rules/Law/ Bhartiya Nyaya Sanhita (BNS) for the production of false certificate(s).

3. It may be noted that candidates should bring their Bonafide Himachali certificates with them.

4. In case, the candidate fails to produce any of the required valid certificate(s), degree(s)/testimonial(s), experience certificate, higher qualification etc. which he/she owned/ mentioned in his/her online application form, he/she will not be afforded another opportunity to produce the same.

5. The offer for appearing for Document Verification shall not be construed as an offer for appointment in the Bank as his/her candidature is provisional, subject to fulfilling requisite eligibility criteria and other conditions as stipulated in the advertisement for above post and appointments will be limited to number of posts advertised.
6. No further time will be given for production of any documents and the eligibility of candidates for said posts shall be ascertained on the basis of documents produced by him/her before document verification committee on the day of DV.

The candidate should take note that the documents submitted to the Bank should be valid on the date of Document Verification and should be issued by the competent authority on the prescribed formats as notified by the State Government from time to time.

The candidate shall be required to appear in person for Document Verification before the Document Verification Committee constituted for said purpose. They shall be required to bring with them a set of attested/self attested copies of all certificates/ testimonials along with all original documents issued by concerned competent authorities in support of information furnished by them in their application form for the said post which are broadly mentioned above.

In addition to above, for more information, the shortlisted candidates are also advised to refer to the "Detailed instructions for recruitment of Junior Clerks(Under PACS/OCS quota" in the Bank as was uploaded on Bank's website initially.

All candidates who are shortlisted for process of Document Verification are advised in their own interest to keep the above mentioned documents/certificates readily available well in time to avoid any inconvenience during Document verification process. It may also be noted that ibid gist of documents/certificates is only illustrative and not exhaustive. The candidates may be asked through call letters to bring any other documents/ certificates, in addition to above, for document verification process which may be felt necessary to ascertain the eligibility of candidates for ibid post.

The concerned candidates are advised to visit the Bank's website www.hpscb.bank.in regularly for more updates in this regard. For more information, the candidates may contact on 0177-2659967.

Date: 02/09/2026

Place: Shimla

(Vinay Singh, IAS)
Managing Director