HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176213

INSTRUCTIONS & GUIDELINES FOR FILLING UP OF ONLINE APPLICATION FORM

FOR

Written examination to be held on 08/07/2017 & 09/07/2017 for filling various posts of GR-III Officers, GR-III (Junior Computer Programmer) GR-IV Clerical and GR-IV Computer Operator in Kangra Central Co-operative Bank Ltd. Head office Dharamshala-Distt-kangra-176215

Date of submission of online application: 08/06/2017
Last date of submission of application: 27/06/2017
Date of examination: 08/07/2017 &
                                          09/07/2017

PROSPECTUS

Tel. No. 01892-242108/242173/242192   **E- mail no.** hpbose2011@gmail.com

               242125/242120   **Website: www.hpbose.org**.

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KANGRA CENTRAL COOPRATIVE BANK EXAMINATION-2017

IMPORTANT INSTRUCTIONS

Submission of online application: 08.06.2017

Online Closing date: 27.06.2017

Date of examination: 08.07.2017 & 09.07.2017.

Examination timing: On dated 08.07.17
(10 Am to 12Noon   for Gr.III Officer)
(01 PM to 3.30PM   for Gr-III Jr.Comp.Programmer)
On dated 09.07.2017
(10 AM to 11:30AM   for Gr.IV Jr.Clerk)
(01 PM to 02:30PM   for Comp.Operator)

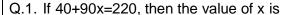| 1.	online application form भरने हेतु प्रक्रिया निम्न प्रकार से होगीः–
	1. अभ्यार्थी बोर्ड वैबसाईट **www.hpbose.org** पर उपलब्ध KKCB Recruitment-2017 link पर जाकर click करें। इसके पश्चात दिशा-निर्देश (instructions) खुलेगी। दिशा-निर्देशों के नीचे online application भरने हेतु new registration को click करें तदोपरान्त registration form को भरने उपरान्त Submit करें, Submit करने उपरान्त अभ्यार्थी को उसका online application No. प्राप्त होगा।
	2. Online application No. प्राप्त होने उपरान्त registration लिकं में Sign-In Option पर जाएं, अपना Application No.और जन्म तिथि डालकर प्रवेश सम्बन्धी समस्त प्रक्रिया जैसे कि अभ्यार्थी की समस्त जानकारी ध्यानपूर्व भरें तदोपरान्त अगले चरण में फोटोग्राफ/हस्ताक्षर अपलोड करने होंगे। अगर अभ्यार्थी अपना Application No. भूल जाता है तो वह Forget link पर जा कर अपने Application No. को प्राप्त कर सकते है ।
	3. अगले चरण में शुल्क सम्बन्धी प्रक्रिया होगी जिसमें अभ्यार्थी को Payment Gateway के माध्यम से ऑनलाईन शुल्क निम्न प्रकार से जमा करवाना होगाः– अभ्यार्थी को Online application में Payment Gateway लिंक पर **Click** करने उपरान्त **Debit Card/Credit Card** के माध्यम से शुल्क जमा करवाना होगा।
	4. शुल्क सम्बन्धी प्रक्रिया उपरान्त online application में confirmation page का print out लेकर एक प्रति अनुभाग अधिकारी, भर्ती सैल, हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला – 176213 के नाम से भेजेगा। अभ्यार्थी द्वारा बिना शुल्क के प्राप्त आनलाईन आवेदनों को रदद कर दिया जायेगा।

	5. अभ्यर्थी किसी भी `online activity access` के लिये अपने ऑन-लाईन एपलीकेशन नम्बर को स्थायी रूप से अपने पास रखें, ऐपलीकेशन नम्बर एंव DOB डाल कर `Admit Card/Roll No.` को `download` कर सकते है।
2.	The board will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidate is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, category, DOB and other particular etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the personal/oral examination as per norms. At the time of scrutiny if any claim in the application is not found substantiated, the candidature will be cancelled. The decision of the bank in this regard shall be final.
3.	Before applying candidates in their own interest are advised to go through the detailed instructions in the "PROSPECTUS" carefully which is available on the website (www.hpbose.org) of the Board.
4.	Fee payable through Debit Card and Credit Card.(Payment gateway)
5.	Mobiles including earphones and connected cords and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switched off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled.
6.	The Board entertain & encourages candidates to apply on line. Submission of online application avoids data discrepancies, Non/wrong delivery of admit cards etc. as admit card can be downloaded from the website of the Board.
7.	In case an applicant intends to appear in more than one post he/she shall have to submit separate online application and fee for each post.
8.	**Instructions to fill responses in the response sheet in the examination centre :** (i) The candidate must satisfy himself/herself that the OMR Response sheet distributed to him/her in the examination hall contains question No. from 1 to 200 `for Gr-III Officers`, for `Junior Computer Programmer(Officer)` there will contains question No. from 1 to 250, whereas for `Gr-IV Clerical & computer operator` there will contains question No. from 1 to 85 each . Each question has four options A, B, C, D to answer the questions asked. (ii) Candidate must write his/her name in Block letters in the Box provided on the top of the response sheet using a black/blue pen. (iii) The Question booklet series, as given on the question booklet (to be provided in the examination hall) must be written in the box provided. (iv) Candidate must put his/her signature in the box provided in the response sheet. (v) Please do not write anything in the box provided for invigilator's signature. Each response sheet must be signed by the invigilator. (vi) Write your complete roll number in the prescribed rectangles by writing one digit in each rectangle including zero if any in the beginning of the roll no. if any . For Example if your roll number is 002572, you should write it as :

0	0	2	5	7	2
●	●	⓪	⓪	⓪	⓪
①	①	①	①	①	①
②	②	●	②	②	●
③	③	③	③	③	③
④	④	④	④	④	④
⑤	⑤	⑤	●	⑤	⑤
⑥	⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	●	⑦
⑧	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨

(vii) The question booklet will have 200(GR-III Officer & GR-IV Clerical) & 250(Computer Operator) questions. After reading the question carefully, the correct response (circles) against each question has to be darkened using a blue/black pen.

For Example :

Q.1. If 40+90x=220, then the value of x is

Ⓐ 2 Ⓑ 4 Ⓒ 4 Ⓓ 1

Answer ● Ⓑ Ⓒ Ⓓ

Q.2. The   Capital   of   Rajasthan   is

Ⓐ Mumbai Ⓑ Chandigarh Ⓒ Jaipur Ⓓ Udaipur

Answer: Ⓐ Ⓑ ● Ⓒ

As in the above example no. 1 the correct answer is Ⓐ , so the option Ⓐ has to be darkened. similarly in example no. 2, the option Ⓒ is to be darkened.

(viii) Only one response is to be selected & marked. In case more than one response is marked for a single question, no marks will be given to the candidate for the question.

(ix) Each question is of one(01) marks .

(x) Do the encoding carefully as given in the illustrations. While encoding your particulars or filling the responses in the response sheet, you should darken the circle corresponding to the correct choice in full, no part of the circle should be left unfilled.

You must make your responses only on the response sheet given to you in the examination hall. Responses marked on the test booklet or any paper other than the answer sheet shall not be examined and the candidate himself/herself will be responsible

- The candidate must bring with him/her hard board and blue/black pen in the examination hall.

- The candidate must reach the examination hall 30 minutes before the commencement of examination to fill-up particulars on the response sheet.

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  OMR Scanable response sheet will be used. Therefore, marking of response has to be done carefully to avoid smudging or creasing of sheet.

IMPORTANT DATES:-

Sr. No.	Description	Dates
1.	Submission of online Application	08.06.2017
2.	Last Date for Submission of online Application	27.06.2017
3.	Last Date for Payment through Payment Gateway	27.06.2017
4.	Download Admit Card from Board's website	05 days before commencement of examination
5.	Date of Examination	08.07.2017 & 09.07.2017

The applicants are strongly advised to apply online well in time without waiting for the last date of submission of online application.

VACANCIES

The Kangra Central Co-Operative Bank Ltd, assign the work to Himachal Pradesh Board of School Education, Dharamshala for written examination for recruitment of various category of posts under direct recruitment quota and Service Rules for the employees of the Bank on contract basis from Indian Citizen vide his letter Ref No. KCCB(Estt.)F 4103 dated 06.06.2017.The written test shall be conducted for the following post:-

Post Code	Post Name	Total	General	SC	ST	OBC
1.	Gr-III (Assistant Manager) PAY BAND:10300-34800+GRADE PAY:4200+D.A.:AS APPLICABLE+OTHER ALLOWANCES	21	UR -9 UR(EXM)-4	SC - 1 SC(EXM)-1 SC(WFF)-1	ST -1	OBC-3 OBC(EXM)-1
2.	Gr-III (Junior Computer Programmer) PAY BAND:10300-34800+GRADE PAY:4200+D.A.:AS APPLICABLE+OTHER ALLOWANCES	8	UR -5 UR(PH-O)-1	SC - 1	.....	OBC-1
3.	Gr-IV-Clerk(For General Public) PAY BAND:10300-34800+GRADE PAY:3200+D.A.:AS APPLICABLE+OTHER ALLOWANCES	115	UR -55 UR(IRDP)-9 UR(PH-O)-1 UR(PH-D)-2 UR(WFF) -3	SC -18 SC(IRDP)-4 SC(PH-VI)-1 SC(WFF) -1	ST -3 ST(IRDP)-1	OBC -14 OBC(IRDP)-3
4.	Gr-IV-Clerk (against trained Secretary of PACS Quota) PAY BAND:10300-34800+GRADE PAY:3200+D.A.:AS APPLICABLE+OTHER ALLOWANCES NOTE: Exclusively reserved for Trained Secretaries of PACS	43	UR -21 UR(PH-O)-1 UR(PH-D)-1	SC -10 SC PH(VI)-1	ST -3	OBC -6
5.	Gr.IV Clerk (Against Employee of COOP. Society Quota) PAY BAND:10300-34800+GRADE	11	UR -4 UR(PH-O)-1	SC -4	----	OBC -2

	PAY:3200+D.A.:AS APPLICABLE+OTHER ALLOWANCES NOTE: Exclusively reserved for empoyees of Cooperative Societies					
6.	Gr-IV Computer Operator PAY BAND:10300-34800+GRADE PAY:3200+D.A.:AS APPLICABLE+OTHER ALLOWANCES	18	UR -7 UR(EXM)-1 UR(PH-O)-1	SC -3 SC(EXM)-1 SC(IRDP)-1	ST -1	OBC -1 OBC(EXM)-1 OBC(IRDP)-1

NOTE:-The reservation has been worked out as per State Govt. Guidelines taking into account the excess/shortfall in each category. The number of vacancies as also the number of reserved vacancies are provisional and may vary for various categories of posts. It is clarified that it may not be possible to employ physically challenged candidates in all offices/branches of the Bank and they, in case of selection, have to work in the post identified by the Bank as suitable for them.

Abbreviations: GEN(General), SC(Scheduled Caste), ST(Scheduled Tribe), OBC(other Backward Classes), EXM(Ex-Serviceman), PH-D(Physically Challenged-Hearing Impaired, PH-VI(Physically Challenged-Orthopedically), PH-O(Physically Challenged-Visually Impaired), WFF(Ward of Freedom Fighter).

ESSENTIAL QUALIFICATIONS:-

The selection will be made based on written test and interview for the Officer posts of GR-III & Junior Computer Programmer whereas in case of Gr-IV Junior Clerks & Computer Operators, the selection will be made based on the merit of written test followed by an evaluation on parameters prescribed by H.P. Govt vide Notification No **Per (AP.B.)B (15)-5/2014 dated 17.04.2017)** as adopted by the Bank. The written test will be of multiple choice objective type. The examination will be on Test of Reasoning, English Language, Numerical Ability/Quantitative Aptitude, General Knowledge/Financial Awareness, Computer & Clerical Aptitude.

AGE:—

The applicant should be between **18 and 45 years as on 31.05.2017**. The upper age limit is relaxed by 05 years for candidates belonging to SC/ST/OBC/WFF/Persons with Disabilities and the relaxation in the age limit to the Ex-man candidates shall be as per State Government guidelines. The eligibility of the candidates will be taken as on **31.05.2017** .

Educational Qualification:—

For Gr-III Officer:

(i)General candidates and others- Graduation or equivalent with 55% marks or Commerce Graduate with 50% marks from a university recognized by State/Central Government with Computer Knowledge.

(ii)SC/ST/OBC and Physically Challenged candidates- Graduate or equivalent with 50% marks or commerce graduate with 45% marks from university recognized by the State/Central Govt. with computer knowledge.(Preference to candidates with post graduation as also with qualification in discipline like economics, statistics etc. and additional weightage for technical or professional qualification or CAIIB or experience in the relevant field for specialist officers). Candidates shortlisted for the interview to be tested for practical use of computers

For Gr-III Jr Computer Programmer:

(i)General candidates and others- MCA/MSc Computer or IT/BE or B.Tech in Computer or IT with 55% marks from any university recognized by State/Central Government.

(ii)SC/ST/OBC and Physically Challenged candidates- 5% relaxation in marks is allowed in educational qualification.

For Gr-IV: Clerks(General Public): 10+2 with at least 50% marks or Graduate/Post Graduate in any discipline and should have knowledge of computer. For SC/ST/OBC/PH Challenged candidates 5% relaxation in marks is allowed in educational qualification.

For Gr-IV: Clerks(Against Trained Secretary of PACS Quota and against Employee of Coop Societies quota): 10+2 with at least 50% marks or Graduate/Post Graduate in any discipline and should have knowledge of computer. For SC/ST/OBC/PH Challenged candidates 5% relaxation in marks is allowed in educational qualification. **The candidates must have 05 years experience as Secreatries & employees respectively on 31.05.2017for these posts.**

concession/grace of 5% marks in minimum qualification for trained secretaries/Asstt. Secretaries having at least 5 years experience in Cooperative Society and having diploma in cooperation.

For Grade-IV: Computer Operator: Graduate in any stream with PGDCA of one year/BCA from recognized University. Working knowledge of office automation activities like word processing, data handling and basic network & troubleshooting.

Desirable: Candidates having studied mathematics/ economics/ statistic/ commerce elective subject.

Desirable for all posts: Knowledge of customs, manners and dialects of H.P. and suitability of candidate for appointment in the peculiar conditions prevailing in H.P.(The educational/ age criteria must be fulfilled as on 31.05.2017.)

Guidelines for persons with disabilities using a scribe:-

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the examination, subject to limits as in(ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:-

- The candidate will have to arrange his/her own scribe at his /her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the

above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist officers post the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for Candidates with locomotors disability and cerebral palsy:

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant(writing)extremity is affected to the extent of slowing the performance of function(minimum of 40% impairment)

(iii) Guidelines for Visually Impaired candidates:

- Visually Impaired candidates (who suffer from not less then 40% of disability)may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually

Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

SELECTION PROCEDURE:

A)i) For Gr-III (Assistant Manager),there will be written test of 200 marks followed by an interview of 30 marks. The written test of 120 minutes will comprise 200 multiple choice question each carrying 01 mark. The structure of the written exam will as under:

Sr. No.	Name of Post	Name of Paper	Distribution	Marks	Timing
1.	For Gr-III (Assistant Manager)	(1) General Awareness	(1) Current affairs (2) General Knowledge (3) Questions of HP GK (4) Basic awareness of computers	10 10 20 10	120 minutes
			Total	50	
		(2) Quantitative Aptitude	(1) Numerical ability (2) Data analysis	35 15	
			Total	50	
		(3) Reasoning	(Verbal and non verbal	50	
		(4) English	Language	50	
			Total marks(written test)	200	

The Standard of the written test will be as desired from an average Graduate of an Indian University.
The candidates who qualify written test will be called for an interview in 1:3 ratio as per number of posts advertised.

ii) For Gr-III (Junior Computer Programmer),there will be written test of 250 marks followed by an interview of 30 marks. The written test of 150 minutes will comprise 250 multiple choice question each carrying 01 mark. The structure of the written exam will as under:

2.	For Gr-III Junior Computer Programmer	(1) General Awareness	(1) Current affairs (2) General Knowledge (3) Questions of HP GK	20 10 20	150 min
			Total	50	
		(2) Quantitative Aptitude	(1) Numerical ability (2) Analysis Total	35 15 50	
		(3) Reasoning	Verbal and non verbal	50	
			Total	50	
		(4) English	Language	50	
		(5) Knowledge of Computer application	....	50	
			Total marks (written test)	250	

The Standard of the written test will be as desired from an average Graduate of an Indian University.
The candidates who qualify written test will be called for an interview in 1:3 ratio as per number of posts advertised.

B) 1) For Gr IV Junior Clerks, there will be written test of 85 marks followed by an evaluation of 15 marks on parameters as per Annexure-1 .The written test of 90 minutes will comprise 85 multiple choice questions each carrying 01 marks each. The structure of the written exam will be as under:

3.	For Gr-IV Jr.Clerks	(1) General Awareness	(1) Current affairs (2) General Knowledge (3) Questions of HP GK (4) Basic awareness of computers	05 05 10 05	90 Min.
			Total	25	
		(2) Quantitative Aptitude	Numerical ability Of matriculation level	20	
		(3) Reasoning	Verbal and non verbal	20	

		(4) English	Language	20	
			Total marks (written test)	85	

The Standard of the written test will be as desired from an average 10+2 passed candidate. The candidates who qualify written test will be called for an evaluation as per annexure-i in 1:3 ratio as per number of posts advertised.

II) For Computer Operator, there will be written test of 85 marks followed by an evaluation of 15 marks on parameters as per Annexure-1 .The written test of 90 minutes will comprise 85 multiple choice questions each carrying 01 marks each. The structure of the written exam will be as under:

3.	For Computer Operator	(1) General Awareness	(1) Current affairs (2) General Knowledge (3) Questions of HP GK	05 05 05	90 min
			Total	15	
		(2) Quantitative Aptitude	Numerical ability of Matriculation level	15	
		(3) Reasoning	Verbal and non verbal	15	
		(4) English	Language	15	
		(5) Knowledge of Computer Applications	---------	25	
			Total marks (written test)	85	

The Standard of the written test will be as desired from an average 10+2 passed candidate. The candidates who qualify written test will be called for an evaluation as per annexure-i in 1:3 ratio as per number of posts advertised.

Out of these tests listed above the compositions/ number of tests will depend upon the post/grade applied for. For Technical post, examination will also contain questions related to specific specialization. **The candidates will have to appear in the written test/ interview/ counseling at their own expense.**

Terms of Employment:-

The appointment will be purely on Regular Basis.

Examination Centre:-

The Examination Centre will be allotted only within Himachal Pradesh at Sub-Divisional Headquarters of each District. The list of Sub-Divisions along with their corresponding codes is as under:-

Revenue Sub-Division	Code	Revenue Sub-Division	Code
Bilaspur	01	Kaza	31
Ghumarwin	02	Keylong	32
Bharmour	03	Udaipur	33
Chamba	04	Dharampur (Mandi)	34
Chowari	05	Gohar	35
Dalhousie	06	Joginder Nagar	36
Killar(Pangi)	07	Karsog	37
Salooni	08	Mandi	38
Tissa	09	Padhar	39
Barsar	10	Sarkaghat	40
Bhoranj	11	Sunder Nagar	41
Hamirpur	12	Chopal	42
Nadaun	13	Dodra Kewar	43
Sujanpur	14	Rampur	44

Baijnath	15	Rohru	45
Dehra	16	Shimla	46
Dharamshala	17	Theog	47
Jaisinghpur	18	Nahan	48
Jawalamukhi	19	Paonta Sahib	49
Jawali	20	Rajgarh	50
Kangra	21	Sangrah	51
Nurpur	22	Shillai	52
Palampur	23	Arki	53
Nichar	24	Kandaghat	54
Pooh	25	Nalagarh	55
Reckong Peo	26	Solan	56
Anni	27	Amb	57
Banjar	28	Bangana	58
Kullu	29	Haroli	59
Manali	30	Una	60

Examination centre shall be in compatibility with the number of application received and preferably at District Headquarters/Sub-Division level**. The Board reserves the right to allot any examination centre to any candidate .

The examination centre once allotted to the candidate shall not be changed. No request for change of examination centre shall be entertained at any stage. The H.P. Board of School Education reserves the right to allot/change or cancel any examination centre at its discretion

Examination Fee:-

GENERAL CATEGORY	**Rs. 600/-(Rupees Six Hundred only)**
SC/ST/OBC/PHH	**Rs. 400/-(Rupees Four Hundred only**

Service Charges & Service Tax if applicable will be charged extra by the Bank.

Other Instructions:-

1.   Any Indian Citizen can apply against the advertised posts and it does not require him/her to be a domicile of Himachal Pradesh. However, the desirable qualification for direct recruitment is that he/she should have knowledge of customs, manners and dialects of H.P. and suitability of candidate for appointment in the peculiar conditions prevailing in H.P.

2.   Before filling in the application from, the candidate must ensure that he/she fulfills all the eligibility criteria with respect to age, educational qualifications etc. in respect of the post for which he/she is making the application and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled and it will lead of disqualification of the candidate from the selection process and further he/she will not be allowed to appear in any KCC Bank recruitment process in the future. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.

3.   An application once made will not be allowed to be withdrawn and the application fee once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also NOT BE refunded in case the application is rejected/not considered by the Board.

4.   Candidates should apply online by visiting the Board website www.hpbose-org. No other mode of application will be accepted.

5.   If a candidate is eligible and desires to apply for more than one post, he/she should apply separately for each post. Application fee should also be remitted separately.

6.   Eligible candidates have to appear for a written test and interview at their own expense at the venue and date notified on call letter.

7.   Admission to written examination will be purely provisional without verification of age/qualification/experience/category/SC/

ST/OBC) etc. of the candidates with reference to documents. Candidates have to produce all the requisite certificates/documents in original with Xerox copies for verification at the time of interview. Failure to do so shall lead to disqualification of the candidate. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of personal interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal inquiries shall be entertained by the Bank in this regard.

8. Preference will be given to higher professional/technical qualifications.
9. Canvassing in any form will be a disqualification.

SECRETARY