

THE ASSAM CO-OPERATIVE APEX BANK LTD.

Head Office:: Panbazar, Guwahati-781001 (Assam)

Tel : (0361) 2637826, EPABX: 2545092,2515013,E.Mail- mdo@apexbankassam.com



Recruitment of General Manager under Officer Grade-B & Dy. General Manager under Officer Grade-C (2023-24)

Advertisement No. 12256 /2023

The Assam Co-operative Apex Bank Ltd. (ACAB) was established in the year 1948. Since then the Bank has developed and expanded its activities / operations and has grown in manifolds. The Bank has a wide network of 67 Branches and 6 Zonal Offices, spread throughout the State of Assam providing effective Banking products and other related services.

Assam Co-operative Apex Bank invites Applications from eligible and suitable candidates for the following post. Interested candidates who fulfill the eligibility criteria may apply for the post.

Position	No. of Post	Maximum Age (as on the date of Advertisement)	Emoluments
General Manager	02	55 years	Scale of pay Rs.44,510.00- Rs.96,770.00 Grade pay Rs.11,900.00 Officials will also be eligible for DA, HRA. Medical Allowances etc. as admissible.
Dy. General Manager	03	50 Years	Scale of Pay: Rs.39,890.00- Rs.92,210.00 Grade Pay: Rs.10,500.00 Officials will also be eligible for DA, HRA. Medical Allowance etc. as admissible.

Eligibility criteria for General Manager under Officer Grade-B

Nationality/ Citizenship	Only Indian Citizens are eligible to apply for the post.
Qualification	(i) Graduate
Experience	8 years work experience at the middle / senior level in the Banking sector. Senior / middle level for the purpose shall be taken as the third level (Scale / Cadre) on wards i.e. excluding the 1 st two levels (Scales / Cadre) in the officers cadre or as the highest two levels (scales / Cadre) below the level of CEO. The candidates must be a "Strategic Thinker, a dynamic leader to lead, coach & mentor team with strong interpersonal skills & high business acumen & have displayed these qualities while heading the Deptt. or as a senior member of the team. The candidates must have in depth & specialized knowledge & hands on experience in at least one or more of the following functions: (i) Accounts, Finance, Taxation including GST. Must be capable of finalizing final accounts of the Bank etc. (ii) Loans & Advances including Agriculture, Rural & Co-operative

	Credit. (iii) Recovery & collection including legal aspects & relevant laws. (iv) Administration & HR (v) Compliance, Risk Managements & Inspection.
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Eligibility criteria for Dy. General Manager under Officer Grade-C

Nationality/ Citizenship	Only Indian citizens are eligible to apply for the post.
Qualification	(i) Graduate
Experience	7 years work experience at the middle / senior level in the Banking sector. Senior / middle level for the purpose shall be taken as the third level (Scale / Cadre) on wards i.e. excluding the 1 st two levels (Scales / Cadre) in the officers cadre or as the highest two levels (scales / Cadre) below the level of CEO. Proficiency in PC skills e.g., Word, Excel, Power Point etc. The candidate must be a "Strategic Thinker, a dynamic leader to lead, coach & mentor team with strong interpersonal skills & high business acumen. The candidate must have in depth & specialized knowledge & hands on experience in at least one or more of the following functions : [i] Accounts, Finance, Taxation including GST. Must be capable of finalizing final accounts of the Bank etc. [ii] Loans & Advances including Agriculture, Rural & Cooperative Credit. [iii] Recovery & collection including legal aspects & relevant laws. [iv] Administration & HR . [v] Compliance , Risk Management & Inspection .

Terms of Appointment & posting:

Initial appointment for the above mentioned post will be on probation for a period of 6 months from the date of joining (which can be extended at the discretion of the Bank). Candidates will be posted at the Bank's Head Office in Guwahati.

Selection Procedure:

The candidates will be shortlisted based on the eligibility criteria and shortlisted candidates will be called for Personal Interview (PI).

Application Fee (non-refundable): The Application form should be accompanied by a Demand Draft or Pay order for **Rs.1000/- (Rupees one thousand) only** in favour of " The Assam Co-operative Apex Bank Ltd.," payable at Guwahati. Application Forms not accompanied by application fees in the form of Demand Draft or pay order will be rejected.

Mode of Application: Offline mode.

How to apply:

- i. Candidates complying with the above criteria may apply by downloading the application form from the Bank's website www.apexbankassam.com
- ii. The Application form needs to be filled up in capital letters and duly signed by the applicant.
- iii. 2(two) copies of recent passport size photograph should be pasted on the application with signature across it.
- iv. Application forms accompanied by necessary enclosures have to be sent by Registered / Speed post / Hand Delivery only in a sealed envelope superscribed with "post applied for(Name of the post)" to the following address:

**The Managing Director
The Assam Co-operative Apex Bank Ltd.
H.O., Panbazar, H.B. Road
Guwahati -781001, Kamrup(M) , Assam**

General conditions:

- i. A candidate may be rejected at any stage if his/ her certificates / testimonials etc. are not found to be in order or as per Bank's requirement.
- ii. Application received after the last date of submission will neither be entertained nor returned.
- iii. Candidates will not be admissible for Travelling Allowances (TA) for appearing in the written Test / Interview.
- iv. The person must be well conversant with the local language.

Important Dates: The Application must reach the office of the Managing Director of the Bank on or before 5.00pm, 31st October, 2023

List of Documents to be produced at the time of PI (as applicable):

The following documents in original together with a self attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his / her candidature from further participation in the recruitment process.

1. Interview Call Letter.
2. Proof of date of birth (Birth Certificate or HSLC /SSLC/Std. X Certificate with DOB) .
3. Photo Identity Proof such as PAN Card / Passport/ Driving License / Voter's Card/ Aadhar Card/ Bank Passbook with photograph.
4. Marksheets of all educational qualifications.
5. Work Experience –Experience Certificate from the past employer and from the present employer, NOC from the present employer, Pay or Salary Slip clearly indicating the date of joining.

Disclaimer:

Instances for providing incorrect information and / or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/ she will not be allowed to appear in the recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening / shortlisting with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application / candidature at any stage or cancel the conduct of interview without assigning any reason.

*Sd/-
Managing Director*