

The Assam Co-operative Apex Bank Ltd.

Recruitment of General Manager under Officer Grade-B &
Dy. General Manager under Officer Grade-C (2019-2020)

Advertisement No...../2020

The Assam Co-operative Apex Bank Ltd.(ACAB), established in 1948 is the largest State Cooperative Apex Bank in North East Region. 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 Allowance 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 in any discipline having 50% marks with CAIIB or equivalent qualification or [ii] CA/ Cost Accountant/ full time MBA/ Company Secretary.
Experience	10 years of Banking/ Financial Services experience at Officer level out of which 5 years must be above Manager level. 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

	<p>interpersonal skills & high business acumen & have displayed these qualities while heading the Deptt. or as a Senior member of the team.</p> <p>The candidate must have in depth & specialized knowledge & hands on experience in at least one or more of the following functions :</p> <p>[i] Accounts, Finance, Taxation including GST. Must be capable of finalizing final accounts of the Bank etc.</p> <p>[ii] Loans & Advances including Agriculture, Rural & Cooperative Credit.</p> <p>[iii] Recovery & collection including legal aspects & relevant laws</p> <p>[iv] Administration & HR .</p> <p>[v] Compliance , Risk Management & Inspection .</p>
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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	<p>[i] Graduate in any discipline having 50% marks with CAIIB or equivalent qualification or</p> <p>[ii] CA/ Cost Accountant/ full time MBA/ Company Secretary</p>
Experience	<p>8 years of Banking/ Financial Services experience at Officer level out of which 5 years must be at Manager level or above.</p> <p>Proficiency in PC skills e.g., Word, Excel, Power Point etc.</p> <p>The candidate 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 candidate must have in depth & specialized knowledge & hands on experience in at least one or more of the following functions :</p> <p>[i] Accounts, Finance, Taxation including GST. Must be capable of finalizing final accounts of the Bank etc.</p> <p>[ii] Loans & Advances including Agriculture, Rural & Cooperative Credit.</p> <p>[iii] Recovery & collection including legal aspects & relevant laws.</p> <p>[iv] Administration & HR .</p> <p>[v] Compliance , Risk Management & Inspection .</p>

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). Candidate will be posted at the Bank's Head Office in Guwahati.

Selection Procedure:

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

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 envelop 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 Traveling Allowance (TA) for appearing in the Written Test/ Interview.

Important Dates: The Application must reach the Office of the Managing Director of the Bank by **5.00 P.M. on 10.02.2020.**

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 as such as PAN Card/ Passport/ Driving License/ Voter's Card/ Adhar Card/ Bank Passbook with photograph.
4. Marksheets of all educational qualifications.
5. Work Experience- Relieving Letters and Experience Certificate from the past employer and form the present employer, Offer Letters, Pay or Salary Slip clearly indicating the date of joining and date of relieving.

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 the 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.

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Managing Director