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THE ASSAM CO-OPERATIVE APEX BANK LTD.

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

Advertisement for the post of Assistant Branch Manager/ Assistant Manager in the Bank under Officer Grade-E

The Assam Co-operative Apex Bank Ltd., operating in the State of Assam invites Application for recruitment for the Post of Assistant Branch Manager/ Assistant Manager in the Bank under Officer Grade-E to augment staff strength and to drive the business of the Bank.

The candidates fulfilling the following eligibility criteria may apply as per the procedure mentioned hereunder:

Post	***No. of vacancy***	***Educational qualification***	***Experience***	***Age limit as on the date of advertisement***
Assistant Branch Manager / Assistant Manager under Officer Grade –E **Emoluments:** **Scale of Pay:** Rs.31,630.00-Rs.82,290.00 **Grade Pay**: Rs.7,900.00 **Officials will also be eligible for DA, HRA, Medical Allowance etc. as admissible.**	15	Graduate with minimum 55% marks or Post Graduate in any discipline preferably CAIIB or MBA, C.A.	Minimum 4 years experience in Banking in similar Officers Grade or above.	Minimum 28 years Maximum 40 years

Selection Process: The applicants whose Applications are received in time will be shortlisted as per the eligibility criteria & will be intimated individually about the selection process.

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 as per the instruction contained therein and duly signed by the Applicant.
iii. 1(one) copy of recent passport size photograph should be pasted on the application in the space specified with signature across it and 1(one) copy should be enclosed.
iv. Applications must be accompanied by self attested copies of educational qualifications from H.S.L.C. onwards both pass certificate & marksheets, experience certificate (specifying designation, job profiles & period of service etc.), Age proof certificate (birth certificate/H.S.L.C. Admit Card *etc*), caste certificate, certificate of computer proficiency and other qualifications *etc.*

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v. 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

vi. Selected candidates will be required to produce a valid discharge certificate from the present employer before joining the service (In case of in-service candidates).

General Conditions:

i. The Applicant must be Indian National.
ii. Candidates who are in Service must apply through proper channel.
iii. The candidates must be well conversant with the local language.
iv. Candidature of an Applicant 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.
v. Application received after the last date of submission will neither be entertained nor returned.
vi. Candidates will not be admissible for Travelling Allowance (TA) *etc.* for appearing in the Interview.

Important Dates: The Application must reach the Office of the Managing Director of the Bank on or before **5.00 P.M. of 20.05.2023**

Sd/-
Managing Director