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Vikas Bank
Vikas Souharda Co-operative Bank Ltd.
HO : Station Road, Hosapete

RECRUITMENT - 2024

Vikas Souharda Co-operative Bank Ltd., Hospet has invited applications from the eligible candidates for various posts vide notification in Kannada daily “Prajavani” and English daily “Deccan Herald” dated 03-04-2024.

Details of the Recruitment

The eligibility criteria like qualification, age, experience, proficiency etc. for each post are furnished hereunder. The eligible and interest candidates can submit their application in the “Google form” (Present in the website) with necessary fee on or before **19th April 2024.**

1. Divisional Manager **No. of post : 01**

Sl No	Particulars	Details
1	Age	Maximum – 45 years (as on 01-01-2024)
2	Qualification	Min. Post graduation in any discipline. Preferably in Banking, Accountancy, Management, Top Administration etc.
3	Experience	Min. Eight years in the Banking, Financial sector, Senior Management level, Top administration of financial institutions, Accounting institutes etc., without any negative remarks.
4	Proficiency	The candidate should have proficiency in Kannada, English, Hindi and Knowledge of any other languages and should be able to handle independently the bank and co-ordinate with Top management of the bank. He/ She shall be responsible for efficient administration, compliance to regulatory requirement etc.
5	Roles& Responsibilities	Handling and controlling of various departments, reporting to the top management, preparation of periodical notes on various aspects of the departments and submission to the competent authority of the bank organizing, conducting various meetings and recording the proceedings, should act as motivator, guiding force, to the branches, staff members for achieving business goals, objectives of the bank.

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2. Chartered Accountant's for Senior Management level — No. of post : 02

Sl No	Particulars	Details
1	Age	Maximum – 30 years (as on 01-01-2024)
2	Qualification	Chartered Accountant
3	Experience	Freshers can also apply
4	Proficiency	Technology, Use of software, soft skills and advisory roles to top management.
5	Role & Responsibilities	Use of technology in accounting, banking transactions, analysis of project reports, advisory role to branches for various practical issues in accounting etc.

3. Branch Managers — No. of post : 05

Sl No	Particulars	Details
1	Age	Maximum 35 years (As on 01.01.2024) relax in deserving cases
2	Qualification	Post Graduation in any discipline with knowledge of technology, soft skills. Preferable in Finance and Banking
3	Experience	Min. Five years in banking, financial Institutions, NBFCs and managerial posts in reputed organizations like law houses, legal firms etc.,
4	Proficiency	In day-to-day banking activities, accounting knowledge, proficiency in Kannada, English, Hindi and with any other language.
5	Role & Responsibilities	Shall be responsible for handling branch banking independently, CRM practice, compliance to regulatory instructions, business growth, achievement of targets and responsible for branch management.
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

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4. Senior Recovery Officer **No. of post : 01**

Sl No	Particulars	Details
1	Age	Maximum 35 years (As on 01.01.2024) relax in deserving cases
2	Qualification	Graduate in any discipline, acquiring knowledge in recovery of the dues in financial institutions. Technical knowledge and use of soft skills.
3	Experience	Min. Three years' experience in recovery of bank dues/ liabilities. Knowledge of recovery laws, co-ordinating with legal experts in recovery, monitoring of recovery suits/ cases at branch level and at bank level.
4	Proficiency	Proficiency in Kannada, English and Hindi. Use of technology in related work.
5	Role & Responsibilities	Co-ordinating with legal department for effective recovery. Compliance to follow-up for recovery, shall be responsible for field duties and for effective recovery methods educating the borrowers, customers for effective recovery actions. Knowledge of SARFAESI Act, Co-operative Dawa Panchayath etc.,
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

5. Senior Officer for Review and Monitoring **No. of post : 01**

Sl No	Particulars	Details
1	Age	Maximum 35 years (As on 01.01.2024) relax in deserving cases
2	Qualification	Graduate in any discipline with technical knowledge and qualified in soft skills.
3	Experience	Min. Five years' experience in the monitoring and analysis of various financial transactions in financial institutions, financial statements, documents, records etc., and preparation of notes on monitoring etc.,
4	Proficiency	Proficiency in Kannada, English and Hindi. Use of technology in related work.
5	Role & Responsibilities	Verification of day-to-day transactions, documents, review of status of loan documents, compliance to sanction terms and conditions of the credit dispersant, review of stage of legal cases. Guiding branches for effective compliance to regulatory requirement.
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

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6. Senior Auditor — No. of post : 01

Sl No	Particulars	Details
1	Age	Maximum 35 years (as on 01.01.2024) relaxation in age in deserving cases.
2	Qualification	Graduate in commerce/ accounting with qualification of soft skills.
3	Experience	Min. Five years' experience in the field of auditing preferably bank audits, experience in audit firms / Chartered Accountants office etc.
4	Proficiency	Proficiency in Kannada, English and Hindi languages with technology know how.
5	Role & Responsibilities	Conducting branch audit, verification of reconciliation, follow up for audit compliance by branches, preparation of audit notes and submission to the audit committee, management periodically. Arranging for periodical concurrent audit, internal inspections and ensuring closure of audit reports, conducting audit of various departments at head office, overall supervision of audit functions.
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

7. Investment Office — No. of post : 01

Sl No	Particulars	Details
1	Age	Maximum 35 years (As on 01.01.2024) relaxation in deserving cases
2	Qualification	Graduate in commerce or equalant qualification in funds management / adequately trained in handling investment portfolio, government securities etc.,
3	Experience	Min. Five years' experience in handling investment portfolio of financial institution preferably banking institution, other financial institutions, exposure in market operations of the securities, any special qualification in handling investment is preferred.
4	Proficiency	Proficiency in Kannada, English and Hindi. Use of technology in related work and also adequate knowledge of investments in government securities, securities trading etc.,
5	Role & Responsibilities	Handling of investment portfolio of the bank. Studying the market trend, reconciliation of investments, preparation of note on market conditions for investment of surplus liquidity, booking profits out of trading the securities and submission of periodical notes to investment committees and top management of the bank.
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

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8. Legal Officer **No. of post : 01**

Sl No	Particulars	Details
1	Age	Max. 35 years (As on 01.01.2024) relaxation in deserving cases
2	Qualification	Graduation in law, preferably post-graduation in law
3	Experience	Min. Five years' experience in handling bank recovery cases, civil cases, working experience in law firms, with the senior advocates at district and high courts. Exposure in perusing suit filed cases. Experience in other civil matters, handling DRT cases, Dawa Panchayat cases of Arbitration court, exposure to co-operative laws, rules and regulations.
4	Proficiency	Proficiency in Kannada, English and Hindi. Use of technology in related work and also adequate knowledge of drafting the plaint, exposure in process of litigation, drafting resolution, vetting of documents, preferably loan documents.
5	Role & Responsibilities	Handling of legal matters of the bank, handling the legal cases for and against the bank, initiating legal actions for recovery of the bank dues, handling SARFAESI cases, preferring appeals against the orders affecting the bank, review of pending cases and periodical submission of note to the top management. Overall responsibility of handling legal matters right from issuance of notice till execution of decrees and awards received in favor of bank, registration of document, legal vetting of documents etc.,
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

9. Technical officer (IT) **No. of post : 02**

Sl No	Particulars	Details
1	Age	Max. 35 years (As on 01.01.2024) relaxation in deserving cases.
2	Qualification	Min. Graduation in Info. Technology, Computer Science, Networking, Hardware and Software etc.
3	Experience	Min. Three years of experience in handling various software applications, Hardware maintenance, Networking etc.
4	Proficiency	Proficiency in handling Software, Hardware and Networking.
5	Role & Responsibilities	Bank Branches hardware maintenance, installations, cyber security, networking, resolving the technical issues, verification of various agreements with software and hardware vendors, service providers and overall maintenance of digital products and services.
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

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10. Central Monitoring Officer — No. of post : 02

Sl No	Particulars	Details
1	Age	Max. 35 years (As on 01.01.2024).
2	Qualification	Min. Graduation in any discipline with additional qualification of review of sensitive information, knowledge of technology, applications.
3	Experience	Min. Five years' experience in monitoring banking and financial transactions, the additional knowledge of vigilance angle verification is preferred.
4	Proficiency	In Kannada, English and Hindi languages, knowledge of other language is also considered as advantage.
5	Role & Responsibilities	Monitoring of various transactions at branch level and at controlling office level. Preparation of note on sensitive information and analysis of information. Maintenance of confidentiality of data and information of the bank. Reporting to the official superiors about abnormal, unusual transactions.
6	Application fee	Rs. 500/- (Rupees Five Hundred only)

11. Probationary officer — No. of post : 30

Sl No	Particulars	Details
1	Age	Max. 30 years (As on 01.01.2024). Relaxation in deserving cases.
2	Qualification	Graduation in any discipline preferably in Commerce, banking
3	Experience	Freshers are also eligible, however experienced candidates in financial sectors, banking are preferred.
4	Proficiency	In Kannada, English and Hindi languages, knowledge of other language is also considered as advantage.
5	Role & Responsibilities	Handling of customers, acquiring knowledge of various banking products, accounting procedures implementation. Record Keeping, marketing of banking products and recovery and follow up actions, handling of cash and securities, documentation etc.,
6	Application fee	Rs. 500/- (Rupees Five Hundred only)