

# 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:

<b>Post</b>	<b>No. of vacancy</b>	<b>Educational qualification</b>	<b>Experience</b>	<b>Age limit as on the date of advertisement</b>
Assistant Branch Manager / Assistant Manager under Officer Grade –E <b>Emoluments:</b> <b>Scale of Pay:</b> Rs.31,630.00-Rs.82,290.00 <b>Grade Pay:</b> Rs,7,900.00  <b>Officials will also be eligible for DA, HRA, Medical Allowance etc. as admissible.</b>	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:

- Candidates complying with the above criteria may apply by downloading the Application form from the Bank's website **www.apexbankassam.com**
- The Application form needs to be filled up as per the instruction contained therein and duly signed by the Applicant.
- 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.
- 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.

- 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**