



The Assam Co-operative Apex Bank Recruitment 2017 – 2018

Advertisement for the contractual post of Probationary Officer & Assistant cum Assistant Cashier

The Assam Co-operative Apex Bank Ltd., the largest Bank in the North East Region operating in the State of Assam invites Application for recruitment for the Post of Contractual Probationary Officer and Contractual Assistant cum Assistant Cashier in the Bank to augment staff strength and to drive the business of the Bank. The candidates must fulfill the following eligibility criteria.

A.

Post	No. of vacancy	Educational Qualification	Experience	Minimum Age limit as on 01.9.2017
Contractual Probationary Officer Consolidated Salary: Rs.25,000/- per month Initial contract period: 2 (two) years	20	Post Graduate in any discipline or equivalent degree in MBA, CA, Engineering, MCA, Agriculture etc. and knowledge of computer.	2 years experience in Banking/Financial Institution/ Treasury management is preferable.	Minimum 23 years Maximum 28 years

B.

Post	No. of vacancy	Educational Qualification	Experience	Minimum Age limit as on 01.09.2017
Contractual Assistant cum Assistant Cashier Consolidated Salary: Rs.15,000/- per month Initial contract period: 2 (two) years	35	Graduate in any discipline. Preference will be given to the candidates with MBA degree or equivalent having good knowledge of computer.	2 years experience in Banking sector is preferable	Minimum 21 years Maximum 26 years

Selection Process: Selection process will be intimated to the shortlisted candidates through a letter and will also be published on the website of the Bank.

Application Fee: Application fee of Rs. 300/- (Rupees three hundred) only for both the Posts in the form of Demand Draft or Pay order in favour of “The Assam Co-operative Apex Bank Ltd.” payable at Guwahati must be furnished alongwith the Application form. 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 in capital letters and duly signed by the Applicant.
- 2(two) copies of recent passport size photograph should be pasted on the application with signature across it.

- iv. Applications must be accompanied by self attested copies of educational qualifications from H.S.L.C. onwards both pass certificate & marksheets, experience certificate, Age certificate 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. 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.
- iii. Application received after the last date of submission will neither be entertained nor returned.
- iv. Candidates will not be admissible for Travelling 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 28.09.2017.

-Sd-

Managing Director

