

THE ASSAM CO-OPERATIVE APEX BANK LTD.

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

Tel : (0361) 2637826, EPABX: 2545092, 2515013,

E-Mail- mdo@apexbankassam.com



Recruitment of Cooperative Intern (2024-25) on Contractual Basis

Advertisement No 3 /2024

Date: 15.10.2024

The Assam Co-operative Apex Bank Ltd. (ACAB) was established in the year 1948. 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.

The Assam Co-operative Apex Bank Ltd invites Applications from eligible and suitable candidates for the following Contractual post. Interested Candidates who fulfill the eligibility criteria may apply for the post.

Sl. No.	Name of the Post	No. of Post	Age (as on the date of Advertisement)	Emoluments (Rs.)
1	Cooperative Intern	1	21-30	25000/-

Eligibility criteria:

Nationality/ Citizenship	Only Indian Citizens are eligible to apply for the post.
Minimum Qualification	MBA or equivalent <i>i.e.</i> a two year course on PGDM (Post Graduate Diploma in Management) awarded by an educational institution accredited by All India Council for Technical Education (AICTE)/University Grants Commission (UGC) in Marketing Management / Cooperative Management / Agri Business Management / Rural Development Management OR a bachelor's degree or Post Graduate Diploma in Agriculture/ Cooperation .
Age	Candidate should be minimum of 21years of age and maximum of 30 years.

Terms of Appointment & posting:

The appointment for the above mentioned post will be purely on contractual basis initially for a period of 1 (One) year from the date of joining (which can be extended at the discretion of the Bank upto 3 years). The selected Candidates will be posted at the Bank's Head Office in Guwahati however; he/she will be required to undertake job related travel to various places in the state of Assam as and when required.

Selection Procedure:

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

Application Fee (non-refundable): The Application Form should be accompanied by a Demand Draft/Pay Order for Rs.500/-(Rupees Five Hundred) only in favour of “The Assam Cooperative Apex Bank Ltd.” payable at Guwahati. The Application Forms not accompanied by application fee in the form of Demand Draft/ Pay Order will be rejected.

Mode of Application: Offline mode

How to apply:

- i. Candidates complying the above the criteria may apply by downloading the application form from the Bank’s website www.apexbankassam.com along with their curriculum vitae.
- 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 envelope superscribed with the 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 Travelling Allowances (TA) for appearing in Interview.
- iv. The person must be well conversant with the local language.

Important Dates: The Application must reach the office of the Managing Director of the Bank on or before 5.00 pm, 18.11.2024

List of Documents to be produced at the time of Interview:

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 such as PAN Card / Passport/ Driving License / Voter’s Card/ Aadhar Card/ Bank Passbook with photograph
4. Marksheets of all educational qualifications.

5. Work Experience –Experience Certificate from the past employer and from the present employer if any, NOC from the present employer, Pay or Salary Slip clearly indicating the date of joining.

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 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. The Bank reserves the right to select only the requisite number of candidates after interview with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any candidature at any stage or cancel the conduct of interview without assigning any reason.

Sd/-
Managing Director