

THE ASSAM CO-OPERATIVE APEX BANK LTD.

Head Office:: Panbazar, Guwahati-781001 (Assam)
Tel : (0361) 2637826, EPABX: 2545092,2515013,E.Mail- mndo@apexbankassam.com



Recruitment of Specialists (2023-24) on Contractual Basis

Advertisement No...2..... /2024

Date:24.01.2024

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 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	Subject	No. of Post	Age (as on the date of Advertisement)	Emoluments (Rs.)
1	Specialist	Crop husbandry	1	25-40	35000/-
2	Specialist	Agri. Marketing / Value addition & processing	1	25-40	35000/-
3	Specialist	Social mobilisation	1	25-40	35000/-
4	Specialist	Accounts	1	25-40	35000/-
5	Specialist	IT/MIS in agriculture & agriculture marketing	1	25-40	35000/-

Eligibility criteria:

Nationality/ Citizenship	Only Indian Citizens are eligible to apply for the post.
Minimum Qualification	For post at: Sl. No.1: Graduate in Agriculture from a recognized university Sl. No.2: MBA in Agri business Management or equivalent from a recognized university/institute. Sl. No.3: Graduate in Rural Development/Social work/Sociology or Graduate with Diploma in Rural Development/Social work from a recognized university/institution Sl. No.4: B.Com Sl. No.5: B. Tech./BCA in Computer Science/Information Technology or equivalent from a recognized University/Institute.
Experience	For the post at: Sl. No.1: 5(five) years of relevant experience in crop production techniques/technology intervention and working with Farmers Producers Organisation (FPO)/Large farmers group <i>etc.</i> Sl.No.2: 3(three) years of relevant experience in Agribusiness/Agri. Marketing/Value chain development and working with FPOs/large farmer groups <i>etc.</i> Sl. No. 3: 5(five) years of relevant experience in mobilisation of farmers, field demonstrations, organizing village level meetings <i>etc.</i> Sl. No. 4: 3(three) years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration <i>etc.</i> Sl. No. 5: 3(three) years of relevant experience in of handling IT related assignments, MIS development, software development <i>etc.</i>

Terms of Appointment & posting:

The appointment for the above mentioned post will be purely on contractual basis initially for a period of 3 (three) years from the date of joining (which can be extended at the discretion of the Bank). The selected Candidates will be posted at the Bank's Head Office in Guwahati however; they 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 Co-operative 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 with the above 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 "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 the written Test / 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 5.00pm, 15th February' 2024

List of Documents to be produced at the time of PI (as applicable):

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, 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. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening / shortlisting with reference to the candidate's age, qualification, essential requirements, suitability etc.

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

Sd/-
Managing Director