



# The Andhra Pradesh State Cooperative Bank Ltd.

(A State Partnered Scheduled Bank)



International Year  
of Cooperatives

## NOTIFICATION

**Applications are invited for engagement of Cooperative Interns for a period of One Year in The Andhra Pradesh State Cooperative Bank Ltd., (APCOB), Vijayawada and 13 District Cooperative Central Banks (DCCBs) in the State of Andhra Pradesh**

<b>Vacancies</b>	<b>14</b> (APCOB - 01 & DCCBs -13)
Last date for submission of application	<b>15.09.2025 (up to 05:00 PM)</b>

The Andhra Pradesh State Cooperative Bank Ltd., (APCOB), leading State Cooperative Bank with its Head office at Vijayawada invites application from candidates for engagement of Cooperative Interns

The last date for submitting the application: **15.09.2025 (up to 05:00 PM).**

### **1. Eligibility Criteria:**

Post:	Cooperative Interns (This is not an employment in the Bank)
Qualification:	<b>“MBA or equivalent</b> in Marketing Management / Cooperative Management/Agri Business Management / Rural Development Management” from the recognized University / Institutes approved by Govt. of India or its regulatory bodies. (or) A 2-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) And Proficiency in computer is essential.
Age:	Candidate should be minimum of 21 years of age and maximum of 30 years as on date of notification.
Duration of Internship:	One Year (No further extensions)
Working Hours	The Cooperative Interns shall follow the same working hours that are followed in APCOB/DCCBs in which they are posted.
Physical/Medical Fitness	Engagement of Cooperative Interns will be subject to his/her being declared medically fit as per the requirement of the Bank.

**HO:** #27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada, NTR District – 520002.

**Dept.:** HRMD

**☎:** 0866-2429012

**✉:** [hrd@apcob.org](mailto:hrd@apcob.org)

**COOPERATIVES BUILD A BETTER WORLD**

## 2. Vacancies:

S.No	Organization Name	Vacancy
1.	AP State Cooperative Bank Ltd (APCOB)	01
2.	Srikakulam DCCB	01
3.	Vizianagaram DCCB	01
4.	Visakhapatnam DCCB	01
5.	Kakinada DCCB	01
6.	Eluru DCCB	01
7.	Krishna DCCB	01
8.	Guntur DCCB	01
9.	Prakasam DCCB	01
10.	Nellore DCCB	01
11.	Kurnool DCCB	01
12.	Chittoor DCCB	01
13.	Kadapa DCCB	01
14.	Anantapur DCCB	01

Selected interns shall be posted in the Head Office of respective District Cooperative Central Banks (DCCBs) based on their choice/s of district. The AP State Cooperative Bank (APCOB) may post / transfer the interns to APCOB or any DCCB in the state of Andhra Pradesh based on the functional requirements.

## 3. Remuneration:

The selected Cooperative Intern will be paid a consolidated monthly remuneration of ₹ 25,000/- by the organization in which the Cooperative Intern is posted to. TA/DA will be provided on par with the Staff Assistants of respective Banks. The Cooperative Interns are not eligible for any other allowances/benefits.

## 4. Selection Procedure:

- The candidates shall be required to submit the duly filled in application (enclosed) in hardcopy, either directly or by Speed Post at the following address. The envelope containing the application should be super scribed as “APPLICATION FOR COOPERATIVE INTERNSHIP”:

The Deputy General Manager,  
Human Resource Department,  
The Andhra Pradesh State Cooperative Bank Ltd.,  
NTR Sahakara Bhavan, Governorpet,  
Vijayawada – 520 002.

- The last date for receipt of application **15.09.2025 (upto 05:00 PM)**
- The applications received on or before the last date shall be scrutinized by the Committee appointed by the Bank.
- A Merit list will be drawn Organization wise (APCOB/DCCB) on the basis of marks / percentage obtained in SSC/12th (HSC/10+2) /Graduation/Post Graduation examinations and additional Qualifications, if any.

- The candidates shall be placed according to their aggregate marks in descending order organization wise.
- In case more than one candidate scores same marks in the merit list, such candidate will be ranked in the merit list according to their age in descending order.
- The weightage of Marks for Qualification is as follows:

<b>Qualification</b>	<b>Weightage of Marks</b>	<b>Award of Marks</b>
SSC	10	Above 90% - 9 Marks
10+2 (Intermediate)	10	Between 80% - 90% - 8 Marks
Graduation	10	Between 60% - 79% - 7 Marks
Post-Graduation	10	Between 50% - 59% - 6 Marks
Additional Qualifications	10	Below 50% - 5 Marks
		Each additional qualification shall carry 2 Marks subject to maximum of 10 marks.
<b>Total</b>	<b>50</b>	

- The selected candidates as per the Merit List shall receive communication from The Andhra Pradesh State Cooperative Bank Ltd (APCOB) to appear for Documents Verification (DV) at APCOB Head Office in Vijayawada prior to engagement of Cooperative Interns in the Bank.
- Merit list shall be prepared only on the basis of the information filled by the applicant in the application. In case of any discrepancy observed at the time of document verification, the applicant will be disqualified summarily.
- The vacancy arises due to whatsoever reason shall be filled with the reserve list candidates.
- Mere eligibility does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for engagement / selection. Bank reserves the right to change / modify the selection / engagement criteria, if necessary.
- All candidates who are finally selected will receive an email communication from APCOB.

## **5. Appointment and Termination:**

- Upon final selection, the Cooperative Intern is required to execute a Service Bond undertaking to serve the Bank for a maximum period of one year from the date of joining the Bank. The Intern must deposit his academic qualification certificates at the time of joining. The certificates shall be released on completion of tenure.
- The Internship may be terminated with one (01) month notice from either side.
- In case the Cooperative Intern leaves the organization before the completion of one year, or discontinues the Internship for any reason or reasons whatsoever, the Intern must undertake to compensate the Bank by paying an amount of ₹ 15,000/- (Rupees Fifteen Thousand only).

- In case the Cooperative Intern fails to pay the above compensation/amount agreed in the event of leaving the organization or discontinuing the service in the Bank, the Bank is free to take any legal action that it may deem fit and appropriate to recover the said amounts and the Employee hereby agrees not to object for the action initiated by the Bank against him/her.

## **6. Conduct and Discipline**

In all matters of Conduct and Discipline, the Cooperative Interns shall be governed by the 'Rules and procedures' of the APCOB/DCCB concerned.

## **7. The Intern will discharge following roles and duties:**

- (a) The Interns will be associated with PACS Cell in APCOB and with PACS Development Cell (PDC) in the concerned DCCB. The Intern will coordinate with PACS and other primary cooperatives and provide necessary guidance for the implementation of initiatives taken by Ministry of Cooperation, GoI.
- (b) Interns will be responsible for solving day to day problems faced by PACS in computerization, preparation of business plans, projects, financing issues, various approvals, etc.
- (c) He/she will prepare and share weekly status report of the implementation of initiatives taken by Ministry of Cooperation in coordination with DCCB/StCB.

## **8. Other Terms and Conditions**

- (a) The internship program is neither an employment nor an assurance of an employment with the Bank or organizations associated with the Bank and no intern shall have any right or claim for an appointment with Banks by virtue of this appointment.
- (b) The internship may be discontinued any time without payment of any financial benefit if the performance of the intern is not found satisfactory or the intern is absent without authorization of the Bank.
- (c) The intern shall be required to maintain confidentiality of all the documents /reports and/or any information received by him/her during the period of engagement, violation of which would entail legal consequences. The Interns will not reveal to any person or organization any information relating to Bank, its business plan and policies which are not available in the public domain.
- (d) The intern shall follow the rules and regulations of the concerned DCCB/APCOB.
- (e) No intern shall interact with or represent the Bank to the media (print and/or electronic) including social media including face book/twitter handles, etc. They will not post their work on social media without express permission from the competent authority.
- (f) Interns will conduct themselves professionally in their relationship with the Bank and the public in general.

- (g) Providing Transport / Hostel facility or any other Residential accommodation is not under the scope.
- (h) The candidature of the applicant would be provisional and subject to verification of documents subsequently. At any stage, if it is found that the candidate has furnished false or incorrect information, then the candidature is liable for cancellation of engagement.
- (i) The engagement of selected candidates will be subject to their being declared medically fit by a duly qualified medical practitioner engaged by the Bank or subject to production of medical certification from MBBS Doctors or both as per the discretion of the Bank.
- (j) Document verification will be conducted by the Bank officials and final selection will be subject to satisfactory verification of candidates' character, antecedents. Till such time, their engagement will be provisional.
- (k) Any resultant dispute arising out of this advertisement for engagement of Cooperative Interns will be subject to the jurisdiction of courts in Vijayawada.
- (l) The Managing Director, APCOB may alter/relax/modify any clause or procedure of selection at any point of time at his discretion.

#### **9. Announcements:**

All further announcements/ details pertaining to this process will be published/ provided only on <https://www.apcob.org> from time to time. No separate advertisement will be issued in this regard.

#### **10. Disclaimer:**

In case, it is detected at any stage of engagement that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their engagement as an Intern is liable to be terminated / cancelled. Decisions of APCOB in all matters regarding eligibility, conduct of Scrutiny of Applications / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

#### **11. Helpdesk:**

In case of any problem in filling up the form, queries regarding Cooperative Internship rules etc., the candidates may contact @ 0866-2429012/014 during working days from 10 AM to 5 PM.

**Sd\-**

Place: Vijayawada

Date: 01.09.2025

**CHIEF GENERAL MANAGER (HRMD)**