



THE ANDHRA PRADESH STATE CO-OPERATIVE BANK LTD.

(Govt. Partnered Scheduled Bank)

HO: # 27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada-520002

Human Resource Management Dept. : e-mail id: hrd@apcob.org

NOTIFICATION

Applications are invited from eligible candidates for the post of **DATA ANALYST** in the Andhra Pradesh State Co-operative Bank Ltd., Vijayawada, on contractual basis for a period of one (01) year.

No of Posts: Two (02)

Schedule of events:

Opening date of Applications: 27.12.2022

Last date for applications: 02.01.2023

I. JOB PROFILE:

- Identify, evaluate and implement external services and tools to support data validation and cleansing.
- Manipulate, analyse and interpret complex data sets relating to the banking business.
- Prepare reports for internal and external audiences using data analytics reporting tools.
- Create data dashboards, graphs and visualisations.
- Develop and support reporting processes.
- Develop records, management processes and policies.
- Identify areas to increase efficiency and automation of processes.
- Set up and maintain automated data processes.
- Produce and track key performance indicators in banking.
- Monitor and audit data quality.
- Liaise with internal and external clients to fully understand data content.
- Provide sector and competitor benchmarking.
- Mine and analyse large datasets, draw valid inferences and present them successfully to management using a reporting tool.
- Monitoring the data quality of 13 DCCBs and taking corrective measures & guiding DCCBs in fixing the issues.
- Monitoring the Critical heads of 13 DCCBs and guiding the DCCBs in reversal.
- Checking the accuracy of reports that are generated in the BaNCS 24 and coordinating with Vendor for resolution.
- Balancing of all GL Heads on monthly basis and coordinating with 13 DCCBs to resolve the miss-matches.
- Guidance & Coordination with 13 DCCBs in all reconciliation like: Current account with other banks, ATM, POS, BEPG, IMPS, UPI and developing tools for reconciliation.

- Guiding 13 DCCBs in reports reading and conducting training programs on reconciliation & reports analysis.
- Consolidation of 13 DCCBs data for CEOs meetings in the required format suggested by APCOB.
- Guiding DCCBs in preparing various MIS reports (Dynamic requirement) and tracking the NPA status.
- Guiding & Preparation of reports out of reports to suit to individual DCCB.
- Assisting in conduction of Statutory Audits & Limited review half yearly audits in DCCBs and providing data in the auditors required format.

II. ELIGIBILITY CRITERIA:

1. Age as on 01.12.2022: Minimum – 35 Years
Maximum – 50 Years

2. Educational Qualification:

- Graduate/Post Graduate in any discipline with PGDCA OR
- B Tech/M Tech Computers OR
- MCA or equivalent qualification from recognized University.
- Post-Graduation or higher qualifications in areas relevant to the role will be given preference.

3. Work Experience:

A minimum of 15 years of relevant experience in banking industry, specifically related to Information technology.

4. Key Skills:

1. Understanding of the Business data requirement and should be able to comprehend an organization's goals and problems by recognizing data required and come up with the most suited solution.
2. Should have Banking domain knowledge.
3. Should have good Analytical and critical thinking skills to analyze and translate the data to bank requirement.
4. Should focus on gathering and understanding the bank MIS needs.
5. Should have good communication and interpersonal skills and out of the box thinking.
6. Should enable a change in the organization by comprehending data requirement challenges and providing solutions that will maximize its value to its stakeholders.
7. Should be able to Create Reports and Dashboards.
8. Should be proficient in using various data analytics tools for creating reports and dashboards.
9. Should have the knowledge of database and SQL.
10. Should have good knowledge of Microsoft Excel to perform several calculations, data, and budget analysis to unravel business patterns.
11. Should have sound knowledge in Macros to automate the processes.
12. Should confidently present their project findings and outcomes in front of the stakeholders.

III. TERMS OF CONTRACT:

The DATA ANALYST will look after the data requirements and other data related works of APCOB & all the 13 DCCBs for a period of one (01) year.

In case of any continuous absence from duty exceeding the period of one month without prior intimation/approval of the competent authority during the contract period, the contract will stand to be automatically terminated.

The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice.

In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he / she will have to give to the Bank clear one month's notice or make payment of one Month's fixed component of the compensation in lieu of such Notice.

IV. REMUNERATION:

The remuneration will be negotiable based on the qualifications and experience of the candidate as decided by the Bank.

V. PLACE OF POSTING:

The Andhra Pradesh State Co-operative Bank Ltd., Head Office, Governorpet, Vijayawada.

VI. AREA OF OPERATION:

Entire State of Andhra Pradesh.

VII. SELECTION PROCEDURE:

1. Selection will be through screening on the on the basis of eligibility, experience, qualification. Merely satisfying the eligibility norms do not entitle his/her candidature for the post. APCOB reserves the right to shortlist the candidates with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.
2. All further announcements/ details pertaining to this process will be provided only on the bank's website www.apcob.org from time to time.

VIII. APPLICATION GUIDELINES:

1. Candidates can apply for the post from 27.12.2022 to 02.01.2023 in the prescribed proforma application available in the Bank's website www.apcob.org.

2. Candidates may submit their application form, in the prescribed format, along with supporting documents of age proof, Educational qualification, experience and other credentials with the prescribed fee of Rs.1000/- by way of Demand Draft favoring” THE ANDHRA PRADESH STATE COOPERATIVE BANK LTD” payable at Vijayawada OR through NEFT for the details given below:

A/c No: 610000006843

A/c Name: APCOB-HRMD

IFSC: APBL0000126

3. Candidates working in Government/Pubic Sector Undertakings/Autonomous Organizations /Co-operatives /Voluntary Organizations should apply through proper channel. In case, the candidate anticipates any delay in forwarding his/her application for want of employer recommendation, he/she may submit advanced copy of application along with all the requirements (except employer recommendation) before the last date i.e. **02.01.2023**. However, the application, duly recommended by the employer, shall reach the Bank by **05.01.2023**.
4. Applications should be addressed to the Managing Director, The A.P. State Cooperative Bank Ltd, NTR Sahakara Bhavan, D No. 27-29-28, Governorpet, Vijaayawada-520002 and the envelope containing the application should be super scribed” APPLICATION FOR THE POST OF **DATA ANALYST**.
5. Applications not complying with the conditions of age, qualifications, experience, fee, proceedings if any, etc., will be summarily rejected.

IX. GENERAL GUIDELINES:

1. Incomplete applications and / or applications without aforesaid documents will be rejected outright without assigning any reason thereof.
2. The Bank reserves right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
3. While every effort will be made by Bank to ensure that the intimation to the eligible candidates shortlisted for attending the Personal Interview will be sent sufficiently in advance, the Bank will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever.
4. Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated in Vijayawada.

X. DISCLAIMER:

In case it is detected at any stage of recruitment 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 candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decision of APCOB in all matters regarding eligibility and selection would be final and binding on all candidates. No further representation or correspondence will be entertained by APCOB in this regard.

Sd/-

GENERAL MANAGER (HRMD)

Vijayawada

Date:27.12.2022