



VCB/Ho-HR/Recrt/2024/558

Date: 15-07-2024

## Notification for Recruitment of MANAGER-HR

Our's is a leading Cooperative bank, doing more than Rs.7400 crores of business with 51 branches spread over Andhra Pradesh and Telangana with  $\pm$ 600 employees. The Bank is likely to expand to other States also.

We requires an Executive in Human Resources Discipline on a permanent basis as per the following terms and conditions.

1	Name of the post	MANAGER -HR
2	No of Vacancy	ONE
3	Age	Should be between 45 to 50 years (as on 30-06-2024).
4	Eligibility Conditions	a) Post Graduate Degree or equivalent qualification with specialization in Human Resource Management in regular mode from a Nationally Reputed Institute. b) Knowledge of English & Telugu is compulsory c) Should be proficient MS Office ( MS word and excel) and conversant in digital communications etiquettes.
5	Place of work	Within the area of operations of the bank.
6	Work Experience	Minimum 15+ Years of experience in any sector out of which 5 years as a HR Head; experience in financial institution will be given weightage.
7	Emoluments	Selected Candidate placed in a Regular Scale in Cadre-VII of Time Scale Rs. 25380-760-29180-875-33555-1005-38580-1155-44355-1330-53665. The initial total emoluments will be approx Rs. 48,000/-
8	Probation Period	Selected candidate will be on probation for a maximum period of two years. Subject to progressive performance assessment ,services of incumbent could be pre-concluded at any time during the probation period, without assigning any reason.

### CENTRAL OFFICE

# 47-3-27/3, 5th Lane, Dwarakanagar, Visakhapatnam-530 016, Ph : 0891-2788461, 2788466  
E-mail : accounts@vcbl.in, Website : www.vcbl.in







# THE VISAKHAPATNAM COOPERATIVE BANK LTD.

(Regd. No. MSCS/CR/1101/2014)

(MULTI STATE COOPERATIVE BANK)

9	Minimum work period condition	Selected Candidate will execute a bond to serve the Bank for a minimum period of one year excluding probation period. In case he/she opts to quit during the bond period, a compensation of Rs.1,00,000/- has to be paid to the Bank
10	How to apply	<p>Interested candidates are invited to apply in the attached format, with their resume and copies of all certificates (including all qualification certificates (10<sup>th</sup>/inter/Degree/Post Graduation etc., Aadhar, PAN, Driving License &amp; Experience Certificates ) to the below address.</p> <p><b>The Visakhapatnam Cooperative Bank Ltd- HR DEPARTMENT Central Office, Dr No. 47-3-27/3/4, 5<sup>th</sup> lane, Dwarakanagar, Visakhapatnam-530 016</b></p> <p>Applications can also be delivered in person. Applications should be received by us on or before <b>15-08-2024</b>.</p> <p>For any clarification contact HR department at phone number 0891-2788462.</p>
11	Selection Process	Written Examination and / or personal Interview. Intimation will be sent by email for the eligible candidates .
12.	Others	Bank reserves right to conduct the selection process or to cancel without assigning any reason thereof. Applicant has to proficient & versatile to handle employee administration, recruitment & promotion process, besides Labour Act provisions & statutory payment. Must be able to conduct Disciplinary proceedings without any assistance.



*P. C. [Signature]*  
15/8/2024  
Chief Executive Officer

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