



THE CO-OPERATIVE CITY BANK LTD.

H.O: U.N.Bezbaruah Road, Silpukhuri, Guwahati -781003

Registration No. G-79/80

email: citybank_ghy@yahoo.com / md@ccbguwahati.com Phone : 0361-2660606, Fax: 2662293: www.ccbguwahati.com

H.O.- 2660606
Guwahati- 2662805
Ulubari-2739789
Ganeshguri- 2202132
Noonmati- 2654414
Beltola- 2228268
Sixmile:.....

Ref. No. CCB/HO/ADVT./GM-DGM/2024/198

Date : 22.05.2024

Recruitment of General Manager & Dy. General Manager

The Co-operative City Bank Ltd. UNB Road, Silpukhuri, Guwhati-781003 invites Applications from eligible and suitable candidates for the following post. Interested candidates who fulfill the eligibility criteria may apply for the post.

Position	No. of Post	Maximum Age (as on date of advertisement)	Pay Scale
General Manager	1	55 years	Rs. 65250-1760/6 -75810-2175/5 - 86685-2705/4 -97505 Grade pay: Rs. 13,000.00 Other allowances as admissible
Deputy General Manager	1	50 years	Rs. 62400-1425/2 -65250-1760/6 - 75810-2175/5 -86685-2705/2 -92095 Grade pay: Rs. 13,000.00 Other allowances as admissible

Eligibility criteria for General Manager/ Deputy General Manager :

Nationality/Citizenship	Only Indian citizens are eligible to apply for the post
Qualification	1. 1 st class Post Graduate in any discipline. 2. Candidates having prior experience in Co-operative Banks/ Small Finance Banks/Micro finance will be given preference.
Experience	1. 10 years Banking/Financial Services experience at Officer level out of which 5 years must be in Senior Manager level for the post of General Manager. 2. 8 years Banking/Financial Services experience at Officer level out of which 3 years must be in Senior Manager level for the post of Deputy General Manager. 2. Proficiency in PC skills eg. Word, Excel, Power Point etc. 3. The candidate must be a “ Strategic Thinker, a dynamic leader to lead, coach & mentor team with strong interperonal skills and high business acumen and have displayed these qualities while heading the



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	<p>Deptt. Or Senior member team.</p> <p>4. The candidate must have in depth & specialized knowledge & hands on experience in at least one or more of the following functions:</p> <p>a) Accounts, Finance, Taxation including GST. Must be capable of finalizing final accounts of Bank etc.</p> <p>b) Loans & Advances including Cooperative credit, micro finance etc.</p> <p>c) Recovery & collection including legal aspects & relevant laws.</p> <p>d) Administration & HR.</p> <p>e) Compliance, Risk Management and Inspection.</p>
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How to apply :

Candidates complying with the above criteria may apply in the application form available in the bank's website www.ccbguwahati.com with updated resume and two passport size photograph accompanied by necessary enclosures sent by Registered/ Speed Post/ Hand Delivery only in a sealed envelop superscribed with "Post applied for (Name of the Post)" to the following address within 5th June, 2024 during office hours. No application will be entertained after 5.00 PM on 05.06.2024. The Management reserves the right to reject any or all application without assigning any reason thereof.

To,
The Managing Director
The Co-operative City Bank Ltd.
H.O Silpukhuri, UNB Road, Guwahati-781003

Sd/-
Managing Director

12. PARTICULARS OF EXPERIENCE INCLUDING THE PRESENT OCCUPATION/ JOB (as on the date of application):

Name of the Designation of employer (s) firms and rank if any etc. and the nature and details of activities carried out by the employer	Period of service		Length of service years, months, days	Nature of duties performed in detail	Remarks (Reasons for leaving service)
	From	To			

13. Language Known (Please tick)

Sl. No.	Language	Read	Write	Speak
1	Mother Tongue			
2	English			
3	Hindi			
4	Other			

I hereby declare that all statements made in this application are true, correct and complete to the best of my knowledge and belief. In case of the information is found to be false, incorrect and misleading at any stage, I shall have no claim against cancellation of my candidature and / or taking other legal action as deemed fit by the Bank.

Place: _____ Date: _____

Signature of the Applicant