

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. 1st 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 | 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. 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. Proficiency in PC skills eg. Word, Excel, Power Point etc. 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 |

| জনাহটি Registration | H.O 2660606 Guwahati- 2662805 Ulubari-2739789 Ganeshguri- 2202132 Noonmati- 2654414 Beltola- 2228268 Sixmile: |
|---------------------|---|
| | Deptt. Or Senior member team. 4. The candidate must have in debth & specialized |
| | knowledge & hands on experience in at least one or more of the following functions: |
| | a) Accounts, Finance, Taxation including GST. Must be capable of finalizing final accounts of Bank etc. |
| | b) Loans & Advances including Cooperative credit, micro finance etc. |
| | c) Recovery & collection including legal aspects & relevant laws. |
| | d) Administration & HR. |

How to apply :

Candidates complying with the above criteria may apply in the application form available in the bank's website <u>www.ccbguwahati.com</u> 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, 2024during 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

e) Compliance, Risk Management and Inspection.

Recruitment of General Manager/ Deputy General Manager, The Co-op. City Bank

Ltd. Guwahati

ANNEXURE-I

APPLICATION FORMAT

APPLICATION FOR THE POST OF GENERAL MANAGER/ DEPUTY GENERAL MANAGER.

(Fill all columns in legible capital letter and use A4 Size paper.)

To, The Managing Director, The Co-operative City Bank Ltd. UNB Road, Silpukhuri, Guwahati-781003 Paste recent passport size Photograph and sign it accross.

Sir,

With reference to your advertisement No.______ dated_____, I hereby submit my application in the prescribed format in support of my candidature as under:-

1. FULL NAME (IN BLOCK LETTERS): (as it appears on your educational certificates) (leave one space blank between two parts of your name)

2. ADDRESS FOR CORRESPONDENCE (IN BLOCK LETTERS):

| | | | | | | | | Р | Ι | N | | | |
|--|--|--|--|--|--|--|--|---|---|---|--|--|--|

3. DATE OF BIRTH: (As per Matriculation/ H.S.C. Examination or equivalent date) (dd-mm-yyyy) (format)

4. CONTACT TELEPHONE NO.: (with STD code)

5. E-mail Address: ______ Mobile No. (1) _____(2) _____

6. GENDER: (Mark "✓" in the appropriate Box)

Male

Female

7. FATHER'S / HUSBAND'S NAME (IN BLOCK LETTERS):

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8. NATIONALITY: _____

9. PLACE OF BIRTH:

 Place:

 State :

10. PERMANENT ADDRESS (IN BLOCK LETTERS):

11. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS: (as on date of application) Details of educational qualifications as per the eligibility criteria prescribed for the posts concerned in the advertisement (as on the date of application)

| Sl No. | Particulars of Educational qualifications as per eligibility criteria including professional certificate if any. | Name of the Board/ Institution/ University | Division | Percentage |
|-----------|---|---|----------|------------|
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12. PARTICULARS OF EXPERIENCE INCLUDING THE PRESENT OCCUPATION/ JOB (as on the date of application):

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