



VCB/HO-HR/2023

Date :28-11-2023

Notification for recruitment of 1st Level Accounts Officer (Deputy Manager)

Our Bank is leading Cooperative bank, with more than Rs.7000 crores of business with 50 branches spread over Andhra Pradesh and Telangana. Bank is likely to expand to other States also.

Our bank wishes to recruit 1st Level Accounts officer (Deputy Manager) on permanent basis as per the following terms and conditions.

1	Name of the post	1st Level Accounts officer (Deputy Manager)
2	Age	Should not be more than 36 years (as on 31-12-2023).
3	Eligibility Conditions	<ol style="list-style-type: none">1. Inter of CA/CMA pass along with Regular Degree Qualification in any subjects from a recognised University .3. Knowledge of English & Telugu is compulsory4. Should be proficient in Tally, MS Office (MS word and excel)5. Knowledge and experience of Banking operations, CBS Applications, computer skills desirable.6. Merit of preference will be given to those candidates who have the experienced and working in banking environment with proof
4	Place of work	Within the area of operations of the bank.
5	Emoluments	Commensurate with Qualification, Experience & Skills.
6	Probation	Selected candidates will be on probation for a period of one year. After completion of Satisfactory Probation Period, they will be placed in Deputy Manger Cadre by suitably fixing in that Pay Scale. Services of the candidates may be terminated at any time during the probation period, without assigning any reason

CENTRAL OFFICE



7	Minimum work period condition	Candidate should execute a bond for serving the Bank for a minimum period of one year. In case he/she wants to quit before completion of bond period, compensation of Rs.1,00,000/- or as decided by the Board should be paid to the Bank
8	How to apply	<p>Interested candidates may make an application as per the format attached, with their resume and copies of certificates (including 10 th class certificate for proof of date of birth, Aadhar and experience /service certificates) to the following address. Email id and phone numbers should be mentioned.</p> <p>The Visakhapatnam Cooperative Bank Ltd Central Office, 5th lane, Dwarakanagar, Visakhapatnam-530 016</p> <p>Applications can also be delivered by hand Applications should be received by us on or before 24-12-2023. For any clarification contact HR department at phone number 0891 -2788462/ 9703538225.</p>
9.	Selection Process	Interview intimation will be sent by mail.
10.	Others	Bank has a right to conduct the process or cancel the same without assigning any reason.

9-9-2023
28/11/2023
Chief Executive Officer





The Visakhapatnam Cooperative Bank Ltd

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

(A Multi State Cooperative Bank Ltd)

5TH Lane, Dwarakanagar, Visakhapatnam-530016

Phone Nos: 2788461, 2788462, 2788463, 2788466

APPLICATION FORM FOR THE POST OF IST LEVEL ACCOUNTS OFFICER (DEPUTY MANAGER)

With reference to the notification dt. _____
issued by the Bank. I hereby apply for the following
post with the following particulars:

Paste recent passport
size photograph

1.	Name of the applicant	
2.	Full address	
3.	Mobile Number	
4.	Email id	
5.	Adhar Number	
6.	Date of Birth & age as on 31-12-2023. (Enclose the Xerox copy of supporting document)	
7.	Qualification (Enclose all the Xerox copies from 10 th to higher qualifications and other qualifications also)	
8.	Experience (If any) (Enclose the Xerox copies of supporting documents)	
9.	Achievements in the career	



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10.	Languages known	
11.	Any other information the candidate would like to highlight	

****Xerox Copies of certificates in support of age, educational qualifications, experience, Aadhar Card, PAN Card should be enclosed**

**** Latest Photo should be attached to this application.**

Date:

Signature of the applicant