



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 (10th/inter/Degree/Post Graduation etc., Aadhar, PAN, Driving License & Experience Certificates) to the below address.</p> <p>The Visakhapatnam Cooperative Bank Ltd- HR DEPARTMENT Central Office, Dr No. 47-3-27/3/4, 5th lane, Dwarakanagar, Visakhapatnam-530 016</p> <p>Applications can also be delivered in person. Applications should be received by us on or before 15-08-2024.</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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