



## **Notification for Recruitment of HR Executive (Asst.Manager)**

Our Bank is a leading Cooperative bank, doing more than Rs.6600 crores of business with 50 branches spread over Andhra Pradesh and Telangana. The Bank is likely to expand to other States also.

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

1	Name of the post	HR Executive (Asst.Manager)
2	Age	Should below 45 years.
3	Eligibility Conditions	Post Graduate Degree with specialization in Human Resource Management &/or 2 years PG Diploma in HR / Social welfare from a Nationally Reputed Institute
4	Place of work	Central Office- Visakhapatnam
5	Work Experience	5-8 Years in any sector as a HR Head; however experience in financial institution will be preferred.
6	Emoluments	Rs. 14900-480-17300-560-20100-650-23350-760-27150-880-33310. Total Initial emoluments will be approximately Rs.32,000/- ( Pay is negotiable subject to experience). They are also eligible to receive Bonus/ Ex-gratia, Medical Insurance, Incentives if any paid to other employees of the Bank. On par with existing employees their promotion will be governed under the prevailing rules of the bank.
7	Probation	Selected candidates will be on probation for a maximum period of two years. Services of the candidates may be terminated at any time during the probation period, without assigning any reason.
8	Watch and Ward Administration	<ul style="list-style-type: none"><li>▪ Administrative Support through Provision of adequate Human Resource, Office utilities,</li><li>▪ Logistics arrangements, Facilities maintenance,</li><li>▪ Record Management: Maintenance of Records, Chronological records with segregation and grading of top priority</li></ul>

### **CENTRAL OFFICE**



# THE VISAKHAPATNAM COOPERATIVE BANK LTD.

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

(MULTI STATE COOPERATIVE URBAN BANK)

		<p>correspondences, Classification of files, Documentation, Archives etc.,</p> <ul style="list-style-type: none"><li>▪ Liaison and Coordination: Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information.</li></ul>
9	Minimum work period condition	Candidate should execute a bond for serving the Bank for a minimum period of one year excluding probation period. 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
10	How to apply	<p>Interested candidates are invited to apply as per the format attached, with their resume and copies of certificates (including 10 th class certificate for proof of date of birth) to the following address. Email id and phone numbers should also be mentioned.</p> <p><b>The Visakhapatnam Cooperative Bank Ltd</b> <b>Central Office,</b> <b>Dr No. 47-3-27/3/4,</b> <b>5<sup>th</sup> lane, Dwarakanagar,</b> <b>Visakhapatnam-530 016</b></p> <p>Applications can also be delivered in person. Applications should be received by us on or before 31-07-2021.</p> <p>For any clarification contact HR department at phone number 0891-2788462/ 9963352229/ 9703538225.</p>
11	Examination Fee	Candidates should enclose a DD or Pay order from any bank for Rs.500/- payable at Visakhapatnam in favour of " <b>The Visakhapatnam Cooperative Bank Ltd.,</b> "
12	Selection Process	Written Examination and / or Interview. Intimation will be sent by email.
13.	Others	Bank reserves right to conduct the process or cancel without assigning any reason.

Date: 29-06-2021

  
29/6/2021  
Chief Executive Officer

## CENTRAL OFFICE

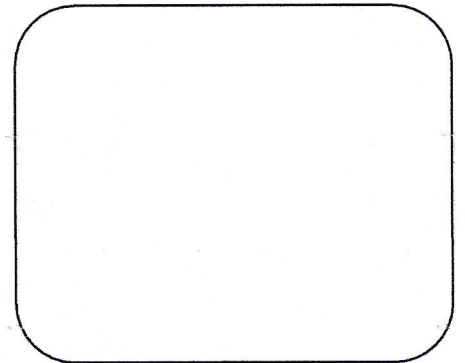
# 47-3-27/3, 5th Lane, Dwarakanagar, Visakhapatnam-530 016, Ph : 0891-2788461, 2788466, Fax : 0891-2788466  
E-mail : accounts@vcbl.in, Website : www.vcbl.in

**APPLICATION FORM FOR THE POST OF**  
**HR EXECUTIVE (ASST.MANAGER)**

1	Name	
2	Fathers name/ husband name	
3	Gender	
4	Date of Birth and Age	
5	Full Address with Pin code	
6	Phone Number	
7	Email id	
8	Educational Qualifications	
9	Knowledge in English	
10	Knowledge in Telugu	
11	Computer Knowledge	
12.	Previous Experiences if any	

Copies of certificates in support of age, educational qualifications, experience, Adhar Card, PAN Card should be enclosed

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



Date:

Signature of the candidate