THE MEGHALAYA COOPERATIVE APEX BANK LTD.
HEAD OFFICE :: SHILLONG – 793001

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Dated Shillong, the 21st August, 2013

ADVERTISEMENT

The Meghalaya Co-operative Apex Bank Ltd., a Premier Bank in Meghalaya , invites applications from Indian citizens for the post indicated hereunder :

Name of the Post / Vacancies :

Post	No. of Vacancies	
1. Supervisors	25	Out of 25 vacancies, 10 vacancies are for Garo Hills Region
2. Bank Asstt.-cum-Cashiers	25	Out of 25 vacancies, 10 vacancies are for Garo Hills Region

Last date for Receipt of Applications : 14.09.2013

1. **Eligibility Criteria** : Indian Nationals only.

2. **The age, qualification and experience as on 01.08.2013 for the above post is prescribed as under :**

Age	Qualification
Minimum : 21 years Maximum : 30 years	Graduate in any discipline from a recognized University in India with a minimum of 55% marks in the aggregate and with knowledge of computer applications preferably supported by a Certificate/ Diploma in computer operations.

Note :

a) In the case of candidates belonging to SC/ST/OBC/PH , minimum qualifying marks will be 45% in aggregate, other conditions remaining the same.

b) The educational qualifications prescribed for all the post is minimum . Candidates must posses the educational qualifications as on 01.08.2013 (inclusive) and must attach proof for having acquired the qualifications on or before 01.08.2013 to the application.

c) Upper age limit is relaxed by 5 (five) years for SC/ST candidates.

d) Degree /PG Certificate issued by the University during the convocation shall be enclosed to the application. In case the said certificate is not available, the Provisional Certificate issued by the University , clearly indicating therein the month and year of passing the qualifying examination should be enclosed.

e) Year-wise/Semester-wise marks sheets of each year/semester in respect of the qualifying examination from the University concerned should be enclosed. Since reverse side of the mark sheets contain the instructions, photocopies of both sides of the mark sheets should be enclosed.

f) Candidates who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before 01.08.2013 are not eligible. In other words, the result of the qualifying examination , i.e. Graduation should have been announced by the University on or before 01.08.2013.

g) Candidates who are already in service and having requisite qualification , should apply through proper channel or a No Objection Certificate should be furnished from their employers.

3. Application Fee of Rs. 250/- (non-refundable) may be paid by a crossed Demand Draft drawn in **favour of Managing Director, Meghalaya Cooperative Apex Bank Ltd., Shillong** . In case of SC/ST/OBC/PH, the Application Fee is Rs.150/- (non-refundable).

4. **How to apply** :

Application containing full particulars as per Application Form enclosed together with attested/photocopies of certificates and testimonials and a recent passport size photograph affixed on the top of the application.

Application should be **in A – 4 size** paper and should be strictly as per the standard format. Certified copies of the following shall be enclosed with the application :

i) SC/ST/OBC/PH Certificates
ii) SSLC/X Class Certificate/Marks Sheet & Admit Card containing Date of Birth .
iii) Degree Certificate & Marks Sheets
iv) Computer Qualification Certificate

Application complete in all respects should be sent in a closed envelope superscribed ‘Application for the post of Supervisor / Bank Asstt.-cum-Cashier to the following address :

THE MANAGING DIRECTOR
MEGHALAYA COOPERATIVE APEX BANK LTD.
M.G. ROAD, SHILLONG – 793001 (MEGHALAYA).

5. **Last date for receipt of application** :

The applications should reach on or before 14.09.2013 at the address given in para 4. An application received after the last date will not be entertained by the Bank. The Bank will not be responsible for loss of application or for rejection of application because of non-receipt of application on or before the stipulated last date.

The selection will be made on the basis of performance in written test and interview. The written test will be objective type (General Awareness, Test of English language, Basic Maths & Banking etc.) . Candidates who rank sufficiently high in the written test will be called for interview. Final selection shall be made on the ranking on the aggregate marks obtained in the Written Test and Personal Interview. Decision of the Bank in this regard shall be final.

The selected candidates will be on probation for one year (which may be extended at the discretion of the Bank) from the date of their appointment during which they will be entitled to Initial Basic Pay for the post plus admissible Dearness Allowance only. They will be required to undergo a course of training to be conducted by the Bank's Staff Training Centre during probationary period. Subject to satisfactory completion of the probationary period and on completion of the training course successfully, they will be absorbed in the Bank's services in the Bank's scale of Rs. 10525-275-13000-325-17225-375-22100-475-23050-575-23625/- and they will be entitled to draw other allowances and facilities to the post under the Staff Rules. Their services are transferable from one place to another within the State. Persons who are not willing to serve in rural areas and render dedicated services need not apply.

6. **General Instructions** :

a) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

b) A candidate must fill the application form in CAPITAL LETTERS IN ENGLISH ONLY.

c) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility criteria mentioned in this advertisement . Decision of the Bank in all matters regarding eligibility of the candidate, the documents to be produced and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf .

d) A recent , recognizable passport size photograph should be firmly pasted on the application and should be signed across by the candidate .

e) One self-addressed stamped envelope of size 11"x5" to be enclosed along with the Application Form

f) All candidates must submit attested/ photocopies of the certificates in support of their educational qualifications, experience, date of birth, etc. A candidate will have to produce caste certificate/ relevant certificates at the time of personal interview in original , failing which his/her candidature will be cancelled.

g) Canvassing in any form will be a disqualification .

h) Candidates will be required to appear for written test and interview at their own expenses and no TA/DA will be paid for the purpose.

Managing Director
The Meghalaya Co-operative Apex Bank Ltd.
H.O. Shillong

Enclo : Application Form

Memo No.MCAB/HO/ADMN/2013/ Date : 21.08.2013

Copy forwarded for information and necessary action to :

1. The Deputy Commissioner, East Khasi Hills/ West Khasi Hills/South West Khasi Hills/ East Jaintia Hills/ West Jaintia Hills/Ri-Bhoi Dist./East Garo Hills/ West Garo Hills/ North Garo Hills/South Garo Hills & South West Garo Hills with a request to kindly display the advertisement in their Notice Board.

2. The Employment Officer, Shillong/ Nongstoin/ Mawkyrwat/Khliehriat/Jowai/ Nongpoh/Williamnagar/Tura/Resubelpara/ Baghmara & Ampati with a request to kindly display the advertisement in their Notice Board.

3. All DGMs/AGMs of the Bank

4. All Branch Managers of the Bank , _____. They are also requested to display the advertisement in their respective Notice Board.

Managing Director
The Meghalaya Coop. Apex Bank Ltd.
H.O. Shillong