

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

....

Dated Shillong, the 14<sup>th</sup> October, 2016

**ADVERTISEMENT**

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

**Name of the Post/ Vacancy :**

<b>Post</b>	<b>No. of Vacancies</b>
Assistant General Manager in the Pay Scale of Rs.45400-1200-50200-1400-55800-1550-63550-1675-71925-1775-79025/- plus other allowances as admissible.	One (1)

**The age, qualification and experience as on 01.10.2016 for the above post is prescribed as under :**

1. The candidate may preferably not be above 50 (fifty) years of age at the time of appointment;
2. The candidate to be appointed as Assistant General Manager shall at least be a :
  - i) Post Graduate in any discipline with CAIIB/DBF/Diploma in Cooperative Business Management or equivalent qualification , or
  - ii) Chartered / Cost Accountant .
3. The person shall have at least 8 (eight) years' experience in the Banking / Financial Sector for the post of Assistant General Manager.
4. Computer Proficiency.
5. The candidate for the above post shall have special knowledge or practical experience in respect of one or more of the following fields :
  - a) Accountancy
  - b) Agricultural & Rural Economy
  - c) Banking
  - d) Co-operation
  - e) Economics
  - f) Finance
  - g) Law
  - h) Small Scale Industry

6. Any other matter, the special knowledge or practical experience in which, would be useful to the Bank.

Applications neatly typed **and signed on each page** as per format in Annexures – I and II may be submitted along with self-attested copies of supporting certificates/testimonials so as to reach the Managing Director, the Meghalaya Cooperative Apex Bank Ltd., M.G. Road, Shillong – 793001 on or before 14<sup>th</sup> November, 2016. The Bank will not be responsible for any delays in postal / courier service.

Those working in government entities (including public sector undertakings, etc.) should route their application through proper channel or produce No Objection Certificate if called for interview.

The Bank reserves the right to reject any application at its discretion without assigning any reason whatsoever and no correspondence / queries in this regard will be entertained.

Managing Director,  
Meghalaya Cooperative Apex Bank Ltd.,  
Head Office, Shillong.

Enclo : As stated

Copy for favour of information to :

1. The Registrar of Cooperative Societies , Government of Meghalaya, Shillong with a request to kindly display the advertisement in the website of the Department.
2. The General Manager, NABARD, Meghalaya Regional Office, Dhankheti, Shillong - 793001.
3. The Managing Director/CEO, All State Cooperative Banks in the North Eastern Region ,  
\_\_\_\_\_.

Managing Director,  
Meghalaya Cooperative Apex Bank Ltd.,  
Head Office, Shillong.

### **Annexure – I**

**Application for the Post of Assistant General Manager in the  
Meghalaya Cooperative Apex Bank Ltd.**  
*(Please see Annexure II. You may attach separate sheets in case space is  
insufficient)*

Paste here firmly one  
recent passport size  
photograph taken not  
more than one month  
earlier. Do not sign  
across.

		Details	
I		Personal details of the candidate	
	a	Full Name	
	b	Date of Birth	
	c	Educational Qualifications(Please fill in the relevant columns of the bio-data format as per Annexure II)	
	d	Relevant Background and Experience including details of current/ previous Occupation (Please fill in the relevant columns of the bio-data format as per Annexure II)	
	e	Permanent Address	
	f	E-mail Address / Telephone Number	
	g	Present Address	
	h	Permanent Account Number under the Income Tax Act and name and address of Income Tax Circle	
	i	Record of relevant professional achievements	

	j	Relevant knowledge & experience	
	k	Any other information relevant for the purpose	
<b>II</b>		<b>Relevant relationships</b>	
	a	List of relatives if any who are connected with the Bank	
	b	List of entities if any in which he/she is considered as interested	
	c	Fund and non-fund facilities, if any, presently availed by him/her and/or by entities listed in 'b' above from bank.	
	d	Cases, if any, where the candidate or entities listed in 'b' above are in default or have been in default in the last five years in respect of credit facilities obtained from the bank or any other bank	
<b>III</b>		<b>Proceedings, if any, against the candidate</b>	
	a	If the candidate is a member of a professional association/body, details of disciplinary action, if any, pending or commenced or resulting in conviction in the past against him/her or whether he/she has been banned from entry into any profession/occupation at any time.	
	b	Details of prosecution, if any, pending or commenced or resulting in conviction in the past against the candidate and/or against any of the entities listed in II (b) for violation of economic laws and regulations	

	c	Details of criminal prosecution, if any, pending or commenced or resulting in conviction in the last five years against the candidate	
	d	Has the candidate or any of the entities at II (b) above been subject to any investigation at the instance of Government Department or Agency ?	
	e	Has the candidate at any time been found guilty of violation of rules/regulations/legislative requirements by customs/excise/income tax/foreign exchange/other revenue authorities, if so give particulars	
<b>IV</b>		Any other explanation/ information considered relevant for judging fit and proper	

**Undertaking:**

I confirm that the above information is to the best of my knowledge and belief, true and complete. I undertake to keep the Meghalaya Cooperative Apex Bank Ltd. fully informed, as soon as possible, of all events, which take place subsequent to my appointment, which are relevant to the information provided above.

**Signature**

Place :

Date :

**Annexure – II**

**Application for the Post of Assistant General Manager in the  
Meghalaya Cooperative Apex Bank Ltd.**

Name :  
Address for communication :  
Telephone / Mobile /  
Email address :  
Date of Birth :

**I. Educational Qualifications:-**

<b><u>Sl. No.</u></b>	<b><u>Examination Passed</u></b>	<b><u>University / Institution</u></b>	<b><u>Year of passing</u></b>

**II. Relevant Background and Experience including details of current/ previous occupation (latest first as on date of application):-**

<b><u>Sl. No.</u></b>	<b><u>Employer</u></b>	<b><u>Posts</u></b>	<b><u>Date</u></b>		<b><u>Nature of work</u></b>
			<b><u>From</u></b>	<b><u>To</u></b>	

*In case you were promoted in the same organisation, mention each post held under different Sl. Nos.*

**III. Any other information you may like to submit that you feel supports your suitability for the position applied for:-**

**Signature**

Place :

Date :