

# The Assam Co-operative Apex Bank Ltd.

Recruitment of Deputy General Manager (Information Technology) (2020-2021)

Advertisement No...../2020

The Assam Co-operative Apex Bank Ltd.(ACAB), established in 1948 is the largest State Cooperative Apex Bank in North East Region. Since then the Bank has developed and expanded its activities/ operations and has grown in manifolds. The Bank has a wide network of 67 Branches and 6 Zonal Offices, spread throughout the State of Assam providing effective Banking products and other related services.

Assam Co-operative Apex Bank invites Applications from eligible and suitable candidates for the following post. Interested candidates who fulfill the eligibility criteria may apply for the post.

Position	Functional Area	No. of Post	Maximum Age (as on the date of Advertisement)
Deputy General Manager	Information Technology	01	50 Years

**Note: People who have applied earlier may apply again, if eligible.**

## **Eligibility criteria**

### **Nationality/ Citizenship:**

Only Indian citizens are eligible to apply for the post.

### **Educational Qualification:**

First class B.E./ B.Tech. (Computer Science/ Electronics & Communications), M.Sc.(IT/ Computer Science), MCA, M.Tech/ M.S. (Computer Science/ Software Engineering) from a recognized University/ Institute/ IIT.

### **Work Experience:**

Minimum 8 years relevant experience in middle/ senior level management and have thorough knowledge of CBS, Internet Banking, Mobile Banking, Micro ATM & Financial Inclusion, HRMS, Centralized Vendor Management & Payment System and ATM Project. Should have good knowledge in various CBS architecture and hardware, RDBMS, storage and server and should have knowledge and experience in security and network infrastructure in Banking environment. Candidate having working experience in Banks/ Banking Operation in addition to above desired experience will be preferred.

### **Job Description:**

1. The incumbent will be fully responsible for smooth functioning of all the functions of IT and efficient management of IT related operations of the Bank.
2. Maintaining a robust MIS platform for the Bank, understanding all the system databases with its data fields relating to all the activities carried out by the Bank and suggesting new data fields to fill up the gaps, so as to ensure end to end activities are captured in the database.
3. Coordinating with the System Integration for implementation of Enterprise Data Warehouse solutions and any other data/ MIS related projects, proposed by the Bank for automating the process of Data Management/ CRM.
4. Attending to any new requirements for data/ MIS from the various Business Groups in the Bank, including automating the process for such requirement and act as a Business partner rather than only support function.
5. Ensure preparation and timely/ accurate submission of prescribed Regulatory Returns for the Bank to the Regulators, as per the required periodicity.



**Emoluments:**

Salary: Negotiable

**Terms of Appointment & Posting:**

Initial appointment for the above mentioned post will be on probation for a period of 6 months from the date of joining (which can be extended at the discretion of the Bank). Candidate will be posted at the Bank's Head Office in Guwahati.

**Selection Procedure:**

The candidates will be shortlisted based on the eligibility criteria and will then be called for Personal Interview (PI).

**Mode of Application:** Offline Mode.

**How to Apply:**

- i. Candidates complying with the above criteria may apply by downloading the Application form from the Bank's website [www.apexbankassam.com](http://www.apexbankassam.com)
- ii. The Application form needs to be filled up in capital letters and duly signed by the Applicant.
- iii. 2(two) copies of recent passport size photograph should be pasted on the application with signature across it.
- iv. Application forms accompanied by necessary enclosures have to be sent by Registered / Speed Post/ Hand Delivery only in a sealed envelop superscribed with "Post applied for (Name of the Post)" to the following address:

**The Managing Director  
The Assam Co-operative Apex Bank Ltd.  
H.O., Panbazar, H.B. Road,  
Guwahati-781001, Kamrup (M), Assam**

**General Conditions:**

- i. The Applicant must be Indian National.
- ii. A candidate may be rejected at any stage if his/ her certificates/ testimonials etc. are not found to be in order or as per Bank's requirement.
- iii. Application received after the last date of submission will neither be entertained nor returned.
- iv. Candidates will not be admissible for Traveling Allowance (TA) for appearing in the Written Test/ Interview.

**Important Dates:** The Application must reach the Office of the Managing Director of the Bank by **5.00 P.M. on 12.10.2020.**



**List of Documents to be produced at the time of PI (as applicable):**

The following documents in original together with a self attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.

1. Interview Call Letter
2. Proof of Date of Birth (Birth Certificate or HSLC/SSLC/ Std. X Certificate with DOB)
3. Photo Identity Proof as such as PAN Card/ Passport/ Driving License/ Voter's Card/ Adhar Card/ Bank Passbook with photograph.
4. Marksheets of all educational qualifications.
5. Work Experience- Relieving Letters and Experience Certificate from the past employer and form the present employer, Offer Letters, Pay or Salary Slip clearly indicating the date of joining and date of relieving.

**Disclaimer:**

Instances for providing incorrect information and/ or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications/ Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ shortlisting with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview without assigning any reason.

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**Managing Director**