

1). Assistant Chief Executive Officers

No. of Posts - 02

Qualifications :-

- Candidate having Degree/Post Graduate Degree in any discipline from a recognized University/Institute with Banking experience as Bank Manager having thorough knowledge in Banking sector.
- RBI Regulations and knowledge in Co-Operative Act is desirable.
- Salary and benefits subject to qualifications and experience.
- Proficiency in speaking, writing and reading English and Telugu.

Age Limit:

- Should not exceed 34 years as on 06/10/2023
- Age relaxation of 5 years for SC/ST.
- Age relaxation of 3 years for BC.
- In case of experienced candidates age may be relaxed to the extent of number of years of experience subject to maximum age of 50 years as on 06.10.2023.

Selection:

- Evaluation through Personal Interview.

II). Manager (Law)

No. of Posts - 01

Qualifications :

- Graduate or Postgraduate in law from a recognized University.
- A practicing Advocate or working experience in legal department of a Bank or financial Institution for a period of 3 years.
- Salary and benefits subject to qualification and experience.
- Proficiency in speaking, writing and reading English and Telugu.

Age Limit:

- Should not exceed 34 years as on 06/10/2023
- Age relaxation of 5 years for SC/ST.
- Age relaxation of 3 years for BC.
- Incase of experienced candidates age may be relaxed to the extent of number of years of experience subject to maximum age of 45 years as on 06.10.2023.

Selection:

- Evaluation through Personal Interview.
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III). Officers

1) Officer (IT)

No. of Posts - 01

Qualifications :-

- B-Tech in Computer Science / Information Technology/ BSc in Computer Science.
- Experience in Core Banking Solutions / applicant having knowledge of Oracle, SQL, Linux, Java, Networking, Cybersecurity, database management etc.
- Proficiency in speaking, writing and reading English and Telugu.

Age Limit:

- Should not exceed 34 years as on 06/10/2023
 - Age relaxation of 5 years for SC/ST.
 - Age relaxation of 3 years for BC.
 - Incase of experienced candidates age may be relaxed to the extent of number of years of experience subject to maximum age of 45 years as on 06.10.2023.
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2) Officer (Accounts)

No. of Posts - 01

Qualifications :-

- Graduate/Postgraduate in Commerce / MBA /CA -Inter/ICWA Inter.
- Incase of reserved candidates enclose caste certificate.
- Proficiency in speaking, writing and reading English and Telugu.

Age Limit:

- Should not exceed 34 years as on 06/10/2023
 - Age relaxation of 5 years for SC/ST.
 - Age relaxation of 3 years for BC.
 - Incase of experienced candidates age may be relaxed to the extent of number of years of experience subject to maximum age of 45 years as on 06.10.2023.
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3) Officer (HR)

No. of Posts - 01

Qualifications :-

- Postgraduate in MBA (HRM) or Personal Management/MHRM/MA (IRPM).
- Incase of reserved candidates enclose caste certificate.
- Experience 3 to 5 years.
- Proficiency in speaking, writing and reading English and Telugu.

Age Limit:

- Should not exceed 34 years as on 06/10/2023
- Age relaxation of 5 years for SC/ST.
- Age relaxation of 3 years for BC.
- Incase of experienced candidates age may be relaxed to the extent of number of years of experience subject to maximum age of 45 years as on 06.10.2023.

4) Officers (Banking Operations)

No. of Posts - 06

Qualifications :-

- Any graduate/Postgraduate in Commerce or MBA.

Age Limit:

- Should not exceed 34 years as on 06/10/2023
- Age relaxation of 5 years for SC/ST.
- Age relaxation of 3 years for BC.
- Incase of experienced candidates age may be relaxed to the extent of number of years of experience subject to maximum age of 45 years as on 06.10.2023.
- Proficiency in speaking, writing and reading English and Telugu.

Note : Graduate in any discipline with Banking experience of minimum 3 years may also be considered.

Other Terms & Conditions (For Officers-III (1,2,3 & 4) :-

- a) The Officer is on probation for a period of 2 years from the date of joining.
- b) Initially 6 Months on the job training across all Branches
- c) Salary will be as follows:
1st Year : Rs.30,000
2nd Year: Rs.35,000
On successful completion of probation all the employees emoluments will be as per the scales applicable for the position.

IV. Clerk cum Cashiers

No. of Posts - 16

(SC-3, ST-2, OC-7, BC(A)-1, BC(B)-3)

Qualification :

- A graduate from a recognized university (fulltime course)
- Proficiency in speaking, writing and reading English and Telugu.

Age Limit :

- Should not exceed 34 years as on 06/10/2023
- Age relaxation of 5 years for SC/ST.
- Age relaxation of 3 years for BC.

Selection :

- Those qualified in written test and followed by Interview will be considered for selection as per merit list.

Terms & Conditions :-

- The Clerk will be on probation for a period of one year from the date of joining.
- During probation a consolidated amount of Rs.25,000/- will be paid
- On successful completion of probation all the employee's emoluments will be as per the scales applicable for the position.

V. Sub-Staff/Attenders

No. of Posts - 05

(OC-4, BC(B)-1)

Qualification :

- a. Pass or fail in two year Intermediate, Polytechnic or +2 Year or equivalent.

Age Limit :

- b. Age should not exceed 34 years as on 05/10/2023
c. Relaxation of 5 years for SC/ST
d. Relaxation of 3 years for BC all sub-categories

Terms & Conditions :-

- The Sub Staff/Attender will be on probation for a period of six months from the date of joining.
- During probation consolidated amount of Rs.15,000/- will be paid
- On successful completion of probation emoluments will be as per the scales applicable for the position.

Other Conditions:

- Specialist Examination is different from officers exam.
- The above I, II and V posts Selection through Personal interview process.
- The above III (1),(2),(3),(4) and IV posts Selection through written test and Personal interview process
- All the positions should have knowledge of MS office
- Knowledge of banking software or accounting software is desirable for Clerks or clerk cum cashier.
- In case of reserved candidates enclose caste certificate.
- Specialist positions will be available only at Head office, Kakinada.

Application Fees :

- Application fees payable for the post of officer, clerk cum cashier an application fees for SC/ST Rs.250/- and Others Rs.500/- (DD/Pay Order

favouring “The Kakinada Co-Operative Town Bank Ltd, Kakinada” and payable at Kakinada.

- Application fees payable for post of Assistant CEO/Manager (Law), application fees for SC/ST Rs.500/- and Others Rs.1000/- (DD/Pay Order favouring “The Kakinada Co-Operative Town Bank Ltd, Kakinada” and payable at Kakinada.

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Note : The application cover must be superscribed with name of the post
i.e. Name of the post applied for.....

