

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

Dated: Shillong, the 31<sup>st</sup> December, 2019

**ADVERTISEMENT**

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

Applications in prescribed format are invited **through online mode only** from genuine citizens of India who are desirous to apply as per the terms and conditions of this Advertisement for recruitment to the undermentioned posts. Online Applications will be received upto 16.1.2020 and no application will be entertained after the closing date.

**Name of the Posts/ Vacancies:**

Post	No. of Vacancies
1. Bank Assistant-cum-Cashier – II	Ten (10). Vacancies are in Garo Hills Region.

**1 Last date for receipt of applications: 16.1.2020** (any application received after this date will not be entertained).

**2 Eligibility criteria:** The age, qualification and experience as on 01.12.2019 for the above posts are prescribed as under :

Age	Qualification
Minimum : 21 years Maximum : 30 years	Graduate in any discipline from a recognised University in India with a minimum of 55% marks in the aggregate. The Bank functions in a computerised environment and all of its branches are on a core banking platform. Hence, working knowledge of computers (including spreadsheets, word processing, email, etc.) is essential and should preferably be supported by a Certificate / Diploma in this regard.

**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 above posts is the minimum. Candidates must possess the educational qualifications as on 01.12.2019 (inclusive) and must attach proof for having acquired the qualifications on or before 01.12.2019 to the application.
  - c) Upper age limit is relaxable by five (5) years for SC/ST candidates.
- 4. Important information regarding educational qualification:** Candidates who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before 01.12.2019 are not eligible. In other words, the results of the qualifying examination, i.e., Graduation should have been announced by the University on or before 01.12.2019. Proof of educational qualification should be scanned and uploaded along with the application.

**5. Candidates already in service:** Candidates who are already in service and having requisite qualification should obtain a No Objection Certificate from their employer(s) and upload the same.

**6. Application fee:** Application fee of ₹ 300/- (Rupees three hundred only) is to be paid online. In the case of candidates belonging to SC / ST/ OBC / PH, the application fee is ₹ 210/- (Rupees two hundred and ten) only. Application fee is non-refundable and not transferable.

**7. How to apply :**

- a. Application containing full particulars as per Application Format may be uploaded in the assigned space.
- b. Candidates should register for appearing for the Written Test. Application can be submitted only through ONLINE mode through the application portal link from [www.nerecruitment.in](http://www.nerecruitment.in). Detailed instructions for the online application are provided on the application portal.
- c. A colour photograph of full frontal (face) view with the head centred in the frame covering 70-80% of the photograph and taken within the last six months (only JPEG image formats with file extension .jpg will be accepted) should be duly uploaded.
- d. Scanned copy of the candidate's full signature on white paper (only JPEG image formats with file extension .jpg will be accepted) should be duly uploaded.
- e. Qualifying examination certificate showing both the obverse and reverse pages should be duly uploaded (only PDF formats with the file extension .pdf will be accepted).
- f. ST / SC / OBC / PH Certificate issued by a competent authority (only in PDF formats with the extension .pdf will be accepted) should be duly uploaded.
- g. Valid age proof certificate (only in PDF format with the extension .pdf will be accepted) should be duly uploaded.
- h. Certificate(s) of work experience in respective fields from employer, if any, should be duly uploaded. Only files in PDF format with file extension .pdf will be accepted for uploading.
- i. The original copies of these documents may be verified at any appropriate time as decided by the Meghalaya Co-operative Apex Bank Ltd.
- j. An application will be rejected if it is found that the candidate does not meet the eligibility criteria.
- k. Candidates whose application is complete in all aspects will be able to download the filled up application form after successful submission.
- l. Admit Card will be available for download from the online application portal from the date specified in the site from time to time.
- m. The admit card will contain the following details of the candidate: Name, application ID, Roll Number for the written test, photograph, signature,

examination schedule, examination centre details and instructions for the candidates.

- n. Candidates should carefully examine the entries in the admit card and in case of any discrepancy should contact the Examination Authority before the specified date via email at [nerecruitment.in@gmail.com](mailto:nerecruitment.in@gmail.com) mentioning the candidate's Registration Number.
- o. In case the admit card is not available for downloading, the candidate should contact the Examination Authority immediately via email.
- p. A printed copy of the downloaded admit card should be produced at the time of examination.
- q. Application fee is neither refundable nor transferable.
- r. It will entirely be the responsibility of the candidate to provide the correct information regarding the qualifying exam and category, and upload the correct documents in the required formats in the application form. Application forms incomplete in any way will be summarily rejected and the application will be considered invalid. The Meghalaya Co-operative Apex Bank Ltd. has the right to reject, at any stage, the application of a candidate in accordance with the rules and regulations of the Bank in force, if it is found that any information provided by the candidate is incorrect or the application is incomplete.
- s. For submission of the application and the scanned documents, payment of application fee, etc. please click below :

[Registration of Application](#)

[Instructions to Register Online](#)

- 8. Selection process:** The selection of candidates will be made on the basis of performance in the written test and interview. The written test will consist of objective / multiple choice type questions on English Language, Quantitative Aptitude, Test of Reasoning, Current Affairs and General Knowledge which may also include questions on computer operations such as spreadsheets, word processing, email, etc.). Final selection shall be made on the basis of ranking of 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 a period which shall not be less than twelve (12) months (which may be extended at the discretion of the Bank). During the probation period, they will be entitled to Initial Basic Pay of Rs.25,000/- for the post plus admissible Dearness Allowance only. They will be required to undergo a course of training during the 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 as applicable for Bank Assistant-cum-Cashier – II and thereafter they will be entitled to draw other allowances and facilities admissible to the post under the Staff Rules.

Candidates should note that their services are transferable from one place to another within the State. **The vacancies advertised for are in the Garo Hills Region.**

9. **Payment of TA/HA / DA:** Candidates will be required to appear at the written test /interview at their own expense and no allowances including TA/DA/HA will be paid for the purpose.
10. If, on verification at any stage of the recruitment process, it is found that applicants/candidates do not fulfill any of the eligibility conditions, their candidature for the post will automatically be cancelled by the Bank without notice.
11. **General Instructions :**
  - a) Before applying, a candidate should ensure that he/she fulfills 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.
  - b) All candidates must submit scanned copies of their certificates in support of their educational qualifications, experience, date of birth, etc., as required. A candidate will have to produce the original certificates at the time of personal interview, failing which his/her candidature will be cancelled.
  - c) Canvassing for the posts, in any form will be a disqualification.

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