



The Mehsana Urban Co-op Bank Ltd.  
( Multi- State Scheduled Bank )  
Corporate Building , Highway, Mehsana : 384002

Leading Multi-State Scheduled Co-operative Bank having 48 Branches and business of Rs. 5400 + Crore invite online application from eligible candidate for following post.

Sr.No	Description	No of post	Age
1.	General Manager	2	45 to 55 Yrs.
2.	Asstt.General Manager	3	40 to 50 Yrs.
3.	H R D Manager	1	Below 45 Yrs.
4.	Law Manager	1	Below 45 Yrs.
5.	DEMAT Manager	1	Below 45 Yrs.
6.	Manager Taxation, Advances	2	Below 45 Yrs.
7.	P.A. to C.E.O	1	Below 40 Yrs.
8.	Receptionist	2	Below 35 Yrs.
9.	Principal for Training Center	1	Below 65 Yrs.
10.	Faculty for Training Center	1	Below 65 Yrs.

For detailed advertisement and on-line application. please visit our bank's web-site [www.mucbank.com](http://www.mucbank.com). Apply before 12-07-2016.

Place : Mehsana

V. M. Patel

Date : 20/06/2016

Chief Executive Officer

With reference to our advertisement dated 22/06/2016 for the various post in the Times of India the details qualification , experience and other terms & condition for various post are as under.

Sr.No	Name of Post	No of post	Age
1.	General Manager	2	45 to 55 Yrs.

Qualification & Experience :

Chartered Accountant / MBA ( Finance ) from reputed institute / Master degree in commerce or science with 5 years experience of scheduled bank in higher post like AGM or DGM. CAIIB preferably. Experience in co-op. scheduled bank preferably.

OR

Master degree in commerce or science or engineering with 10 years experience of scheduled bank as Manager with at list 5 years experience as AGM or DGM.

Sr.No	Name of Post	No of post	Age
2.	Asstt. General Manager	3	40 to 50 Yrs.

Qualification & Experience :

Chartered Accountant / MBA ( Finance ) from reputed institute with 5 years experience of scheduled bank as a Manager.

OR

Graduate in commerce or science or engineering with 10 years experience of as a Manager in scheduled bank or scheduled co-op. bank. CAIIB and Master degree preferably.

Sr.No	Name of Post	No of post	Age
3.	HRD Manager	1	Below 45 Yrs.

Qualification & Experience :

MBA ( HRD ) from reputed institute with 5 years experience of scheduled bank or scheduled co-op. bank. Specially worked in HR area.

Sr.No	Name of Post	No of post	Age
4.	LAW Manager	1	Below 45 Yrs.

Qualification & Experience :

LLM with 3 years experience of scheduled bank or scheduled co-op. bank as a legal Manager or Officer.

Sr.No	Name of Post	No of post	Age
5	DEMAT Manager	1	Below 45 Yrs.

Qualification & Experience :

Graduate in commerce or science or MBA with 3 years experience as Manager NSDL and CDCL demat division, or 5 years experience of scheduled bank or 5 years experience as a Manager in leading share broking company. Preferably skill in communication in English language.

Sr.No	Name of Post	No of post	Age
6	Manager ( Taxation, Advances )	2	Below 45 Yrs.

Qualification & Experience :

Chartered Accountant having experience of loan processing, project finance or taxation. Scheduled bank or scheduled co-op. bank experience preferably.

Sr.No	Name of Post	No of post	Age
7	P.A. to C.E.O	1	Below 40 Yrs.

Qualification & Experience :

Graduate having experience as P.A. to CEO of big institute /company or scheduled bank or scheduled co-op. bank. Preferably knowledge of short hand in English & Gujarati. And fluency in English , Gujarati & Hindi language.

Sr.No	Name of Post	No of post	Age
8	Receptionist	2	Below 35 Yrs.

Qualification & Experience :

Graduate 5 years experience as receptionist in reputed Hotel, big institute /company. fluency in English , Gujarati & Hindi and having knowledge of computer operating system.

Sr.No	Name of Post	No of post	Age
9	Principal for Training Center	1	Below 65 Yrs.

Qualification & Experience :

Graduate, CAIIB preferably.

Having experience of 7 years as faculty member in training center / college of scheduled bank or scheduled co-op. bank or other co.op. training institute in banking.

Sr.No	Name of Post	No of post	Age
10	FAculty for Training Center	1	Below 65 Yrs.

Qualification & Experience :

Graduate, CAIB preferably.

Having experience of 5 years as faculty member in training center / college of scheduled bank or scheduled co-op. bank or other co.op. training institute in banking.

Salary : As per bank's industry norms. For deserving candidate higher salary may be considered.

**Other Terms & Condition :**

- 1) Probation period 1 year.
- 2) Service rules of The Mehsana Urban Co-op. Bank Ltd will be applicable for all the above post.
- 3) Experience & copy of education certificate to be attach with application.
- 4) Influence to Board member & CEO will be disqualified.
- 5) Copy of Pay slip of exiting salary to be attach with the application along with expected salary.

For above post candidates willing to apply may send their application on-line before 12-07-2016 or by registered post before 12-07-2016. Followed by hard copy of application, 2 photographs & all testimonials