



**Andaman & Nicobar State Cooperative Bank Ltd.**  
98, Maulana Azad Road, Port Blair - 744101

**RECRUITMENT/VACANCY NOTICE**

Applications are invited from the eligible candidates to fill up the vacant posts of Clerk, Junior Auditor, Hardware Engineer (EDP), Computer Assistant and Multi-Tasking Staff (MTS) in Andaman & Nicobar State Cooperative Bank Ltd., Port Blair by holding written examination.

**I. The Number of Posts, Scale of Pay & Educational Qualifications and terms are conditions are as under:-**

01	<b>Name of Post</b>	<b>Clerk</b>
02	Number of Post	71 (Seventy One)
03	Scale of Pay	Pay Level 2 (Rs. 19900 – 63200)
04	Age Limit	18-33 for Male 18-38 for Female
05	Educational Qualification	1. Pass in All India Senior School Certificate (12 <sup>th</sup> Standard) or from its equivalent recognised Board 2. One year Diploma Course in Computer Operation/Application from a Recognised Institution
06	Desirable	1. Graduation in any discipline from a recognised University or equivalent
07	Period of Probation	Two years
08	Category	UR                      OBC                      ST 38                        27                        06

01	<b>Name of Post</b>	<b>Junior Auditor</b>
02	Number of Post	06 (Six)
03	Scale of Pay	Pay Level 4 (Rs. 25500 – 81100)
04	Age Limit	18-33 for Male 18-38 for Female
05	Educational Qualification	1. B.Com degree with not less than 03 years experience in the field of Finance and Accountancy in a Chartered/Cost Accountant from any Banking

		Institutions. 2. One year Diploma Course in Computer Operation/Application from a Recognised Institution		
06	Period of Probation	Two years		
07	Category	UR	OBC	ST
		04	02	00

01	<b>Name of Post</b>	<b>Hardware Engineer (EDP)</b>		
02	Number of Post	04 (Four)		
03	Scale of Pay	Pay Level 4 (Rs. 25500 – 81100)		
04	Age Limit	18-33 for Male 18-38 for Female		
05	Educational Qualification	1. Diploma in Computer Science, Diploma/Certificate Programme in Hardware Engineer from a recognised Institute/university		
06	Desirable	1. Microsoft Certified System Administration (MCSA)/ Microsoft Certified System Engineer (MCSE) 2. CCNA (Cisco Certified Network Associate)		
07	Period of Probation	Two years		
08	Category	UR	OBC	ST
		02	02	00

01	<b>Name of Post</b>	<b>Computer Assistant</b>		
02	Number of Post	04 (Four)		
03	Scale of Pay	Pay Level 4 (Rs. 25500 – 81100)		
04	Age Limit	18-33 for Male 18-38 for Female		
05	Educational Qualification	1. BCA/B.Sc Computer Science/Diploma in Hardware and Software Engineering from recognised Institute/University		
06	Desirable	1. CCNA (Cisco Certified Network Associate) /CCNP (Cisco Certified Network Professional)		
07	Period of Probation	Two years		

08	Category	UR	OBC	ST
		02	02	00

01	<b>Name of Post</b>	<b>Multi-Tasking Staff (MTS)</b>		
02	Number of Post	15 (Fifteen)		
03	Scale of Pay	Pay Level 1 (Rs. 18000 – 56900)		
04	Age Limit	18-33 for Male 18-38 for Female		
05	Educational Qualification	1. 10 <sup>th</sup> Pass with Computer Knowledge		
06	Period of Probation	Two years		
07	Category	UR	OBC	ST
		08	06	01

**II.** Method of selection – By Written Examination

**III.** Nationality – Applicant must be an Indian National

**IV.** Fees Payable - No Fees

**V. Terms & Conditions**

a. The eligible candidates shall apply in the prescribed form published herein below:-

b. The application shall be typed out in double space neatly & duly filled in all respect should be sent along with the self attested copies of proof of age, Educational Qualifications, Category (Scheduled Tribe Certificates in respect of Scheduled Tribe Candidates & OBC Certificates in respect of OBC candidates), Proof of Identity (a copy of any other identity card issued by Government & all relevant supporting documents for claiming age relaxation, if any need to be sent to the Managing Director, Andaman & Nicobar State Cooperative Bank Ltd., Head Office,98, Maulana Azad Road, Port Blair, Pin – 744101 latest by 30-04-2019 upto 04:30 PM either in person or by post.

c. The application alongwith required documents received after the due date will not be accepted & the bank will not be responsible for postal delay.

d. Only self attested copies of certificate to be enclosed alongwith prescribed application form. Original certificate should not be attached with the application.

e. The application format & the details are available in the website <http://anscbank.and.nic.in> under recruitments.

f. The candidates are advised to visit Bank's website/ Bank notice board for latest updates of the recruitment process regularly.

g. The number of vacancies may change & any change will be published in the website & print media.

h. Incomplete applications in any form are liable to be rejected

I. The examination centre, date & time shall be informed in due course after scrutiny.

J. The Managing Director, A & N State Cooperative Bank Ltd. reserves the right to accept/reject any application without assigning any reason thereof.

In case of any difficulties, candidates may contact the Establishment Section, Head Office, A & N State Cooperative Bank Ltd. during working hours.

Sd/-  
Managing Director

## FORMAT

**APPLICATION FOR THE POST OF ..... IN**

**ANDAMAN & NICOBAR STATE COOPERATIVE BANK LTD.  
98, MAULANA AZAD ROAD, HEAD OFFICE, PORT BLAIR**

Affix a recent  
passport size  
photograph

1	Name in BLOCK LETTERS (as recorded in Educational Certificate)	
2	Father/Husband's Name	
3	Gender	M/F
4	a) Date of Birth (as recorded in Educational Certificate) b) Age as on 30-04-2019	DD/MM/YYYY
5	a) Educational Qualification b) other qualification	
6	Employment Exchange Card No. (if any)	
7	Postal address for communication	
8	Permanent address	
9	Experience (if any)	

Signature of Candidate

### DECLARATION

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligible being detected before or after my selection my candidature/appointment is liable to be cancelled.

Place:

Date:

Signature of Candidate