

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.
- 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.

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 / application 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.
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### 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.
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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:  
1<sup>st</sup> Year : Rs.30,000  
2<sup>nd</sup> Year: Rs.35,000  
On successful completion of probation all the employees emoluments will be as per the scales applicable for the position.

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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 employees emoluments will be as per the scales applicable for the position.

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V. Sub-Staff/Attenders

No. of Posts - 05

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

Qualification :

- a. Pass or fail in two year Intermediate, Diploma in various disciplines 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

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**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.....