

NAGARIK SAMABAY BANK LTD

Head Office, Ashram Road, Ulubari, Guwahati, Assam – 781007

RECRUITMENT NOTICE

Applications are invited from eligible Indian citizens to fill up vacancy of one **Deputy General Manager (DGM)** position. The conditions of eligibility are as follows:

1. **Education Qualification:** A Post Graduate Degree from any UGC recognized University.
2. **Maximum Age as on 01.08.2024:** 45 years.
3. **Computer Knowledge:** Proficiency in computer skill with sound knowledge of MS Word, Excel and Power Point etc.
4. **Experience & Other Criteria:-**
 - (a) Minimum 10 years of banking services experience at Officer Level out of which 3 years must be in Senior Management Level.
 - (b) Candidates having prior experiences in Co- operative Banks/ Small Finance Banks/ Micro Finance will be given preference.
 - (c) The candidate must be a Strategic Thinker, a dynamic leader to lead, coach & mentor team with strong interpersonal skills and high business acumen and have displayed these qualities while heading the Department or Senior member of the team.
 - (d) The candidate must have in depth & specialized knowledge & hands on experience in at least one or more of the following functions:
 - i) Accounts, Finance, Taxation including GST. Must be capable of finalizing final accounts of bank etc.
 - ii) Loans & Advances including Cooperative credit, micro finance etc.
 - iii) Recovery & collection including legal aspects & relevant laws.
 - iv) Administration & HR
 - v) Compliance, Risk Management, and Inspection.
 - (e) Candidate should be proficient in both local language and English.
5. **Selection Process:** Eligible applicants will be called for Interview.
6. **Salary** negotiable.
7. Individuals currently or previously employed at Nagarik Samabay Bank to refrain from applying for this position

How to Apply: Candidates complying with the above criteria may apply in the Standard Form of Application uploaded in our Bank's website www.nagariksamabaybank.info along with updated Resume, latest 3 months pay slips, and two passport size photographs by Registered/ Speed Post/Courier/ Hand Delivery only in a sealed envelope super scribed with "**Post applied for DGM**" to Chief Executive Officer, Head Office, Nagarik Samabay Bank Ltd, Ashram Road, Ulubari, Guwahati, Assam 781007 within 14/08/2024 during office hours. Alternatively, the application can also be submitted my email with all the aforementioned documents as attachment to headoffice@nagarikbank.info. The Management reserves the right to reject any or all application without assigning any reason thereof.

Place: Guwahati
Date: 01.08.2024

Sd/-
Chief Executive Officer