

THE MEGHALAYA CO-OPERATIVE APEX BANK LTD.

HEAD OFFICE::SHILLONG - 793001

Dated: Shillong, the 27th December, 2024

ADVERTISEMENT

The Meghalaya Co-operative Apex Bank Ltd., hereinafter also referred to as the “Bank”, a premier Scheduled Bank in Meghalaya, invites applications for the posts indicated hereunder.

Applications in prescribed format are invited through online mode only from genuine citizens of India who are domiciles of Meghalaya and desirous to apply as per the terms and conditions of this Advertisement for recruitment to the undermentioned posts. Online Applications may be submitted up to 4:30 p.m. on 15th January, 2025 and no application will be entertained after the closing date and time.

1. Name of the Posts/Vacancies:

Post	No. of Vacancies
1. Multi-Tasking Staff Grade 4 (3)	Twenty eight (28)

2. Eligibility criteria: The age, qualification and experience as on 01.01.2025 for the above posts are prescribed as under:

Age	Qualification
Minimum age – 18 years Upper age limit 30 years	Minimum Class VIII passed.

Note:

- a) The educational qualifications prescribed for all the above posts is the minimum. Candidates must possess the educational qualification as on 01.01.2025 (inclusive) and must attach proof of having acquired the qualifications on or before 01.01.2025.
- b) Applicants are required to have achieved the minimum pass marks in either Khasi or Garo during their Secondary School Leaving Certificate (or equivalent / higher) examination. Alternately, candidates may choose to undergo a proficiency examination to assess their proficiency in one of these languages if their academic records do not meet this criterion.
- c) Upper age limit is relaxable by five (5) years for SC/ST candidates, i.e., 35 years.

3. 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 01.01.2025 are not eligible. In other words, the results of the qualifying examination, i.e., Class VIII or higher, should have been announced on or before 01.01.2025. Proof of educational qualification should be scanned and uploaded along with the application. Candidates who are already matriculates need not submit proof of having passed Class VIII or Class IX. However, they are required to upload documents in support of their having passed

the matriculation examination along with other documents in support of higher/other qualifications, if any, as mentioned in the portal and as applicable to them.

4. Candidates who are already in service and having requisite qualification should obtain a **No Objection Certificate** from their employer(s) at the time of interview.
5. **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. Fees are to be remitted only through payment gateway which is available in the portal.
6. It may be noted that the roles, responsibilities and duties will be as assigned by the Bank from time to time.
7. The Bank reserves the right to change any condition of recruitment mentioned here. Further the Bank reserves the right to cancel/amend the entire /part of the process of recruitment at any time without assigning any reason thereof. However, communication in this regard will be placed on the Bank's website.
8. Any other information, updates, etc., will be posted on the Bank's website and the Bank is not necessarily bound to communicate the same through any other means to the candidates. Hence, candidates are advised to visit the Bank's website, i.e., www.megcab.com, from time to time in connection with their application.
9. **How to apply:**
 - a. Instructions for the online application are also provided on the application portal and in this advertisement. Candidates are to adhere to the instructions contained in this advertisement and on the portal while submitting their application.
 - b. Candidates are required to upload scans of documents in support of their having passed the requisite examination and other subsequent higher examinations, if any, as mentioned in the portal and as applicable to them, e.g., a candidate who has passed the Class XII Board examination will have to submit on the portal and also upload the necessary documents from matriculation onwards.**
 - c. Scans of the other documents as mentioned in the application portal and as applicable to the candidate are to also be uploaded.
 - d. Applications may be submitted only through ONLINE mode. Applications received through any other mode will not be accepted.
 - e. Instructions for the online application are also provided on the application portal. Candidates are to adhere to the instructions contained in this advertisement and on the portal while submitting their application.
 - f. 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.
 - g. Scans of the candidate's full signature on white paper (only JPEG image formats with file extension .jpg will be accepted) should be duly uploaded.

- h. Scans of the 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).
- i. Scan of the 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.
- j. Valid age proof certificate (only in PDF format with the extension .pdf will be accepted) should be duly uploaded.
- k. Scan(s) of the 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.
- l. The originals of these documents may be verified at any appropriate time as decided by the Meghalaya Co-operative Apex Bank Ltd.
- m. An application will be rejected if it is found that the candidate does not meet the eligibility criteria.
- n. Candidates are advised to visit the Bank's website, i.e., www.megcab.com, from time to time to check the status of their application.
- o. An admit card will contain the following details of the candidate: Name, Roll Number for the written test, photograph, signature, examination schedule, examination centre details and instructions for the candidates besides any other information as deemed necessary by the Bank. 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 from their registered email address to care@megcab.com mentioning the candidate's Registration Number.
- p. In case the admit card is not available for downloading, the candidate should email care@megcab.com immediately from their registered email address.
- q. A printed copy of the downloaded admit card should be produced at the time of examination.
- r. Application fee is neither refundable nor transferable.
- s. 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. The Meghalaya Co-operative Apex Bank Ltd. reserves the right to reject applications incomplete in any way. Further, 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.

10. Selection process: The selection of candidates will be made on the basis of performance in the written test followed by interview for shortlisted candidates. The written test will consist of questions on General Knowledge, Reasoning Ability, Quantitative Aptitude and English Language. 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.22,726/- 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 Multi-Tasking Staff 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.

11. **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.
12. 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.
13. **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.

**The Meghalaya Co-operative Apex Bank Ltd.,
Head Office, Shillong**