



Citizens' Urban Co-operative Bank Ltd
Head Office. K R P Marg. NamNang.Gangtok 737101. Sikkim
e-mail: headoffice@citizenbanksikkim.com

Job Vacancy
Recruitment of Officer (General), Clerk cum Cashier & Messenger cadre

Notification Dated 2nd March, 2024

The Citizens' Urban Co-operative Bank Ltd, Sikkim invites application from the eligible candidates having necessary educational qualification, age, experience etc as mentioned against the post mentioned below.

Before applying, candidates should read all the instructions carefully and ensure that they fulfill all the eligible criteria for the post applied for.

On the basis of the information furnishes in the application cum Bio data along with applicable requisite fees, Bank will verify the eligibility and the shortlisted candidates will be called for interview at their own cost at Gangtok.

If at any stage, it is found that any information furnished in the application/ Bio data, application is false / incorrect or if according to the Bank , the candidate does not satisfy the eligibility criteria for the post applied for, his / her candidature will be cancelled and he /she will not be allowed for the interview / joining. The application fees deposited will be forfeited.

Candidates are requested to submit the application as per specified format (Separate application formats for the post of Officer / Clerk-cum-cashier / Messenger - enclosed) properly filled in along with copy of self attested testimonials and counter part of the application fees deposited with Bank etc., personally **by hand** only at Citizens' Urban Co-operative Bank Ltd. Head Office, K R P Marg, NamNang, Gangtok 737101, Sikkim during the office hours (except Bank's holidays).

Application Fees (Non Refundable) :

- a) Clerk cum Cashier : Rs 400.00 (excluding GST)
- b) Officer (General) : Rs 600.00(excluding GST)
- c) Messenger : Rs.150.00(excluding GST)

Application fees may be deposited at any of Citizens' Bank branches at Gangtok, 6th Mile, Singtam, Jorethang, Namchi & Ravangla during banking hours only. Counter part of the application fee deposited should be enclosed with the original application.

Last date of submission of the application is 14-03-2024(Thursday)

However Bank reserves the right to make changes in the dates indicated above.

For interview, no separate letter will be issued. Interview date, venue and time will be published in bank's website : www.citizenbanksikkim.com. Applicants should follow the same on regular basis.

A) Post : Officer (General)- Vacancy -4

Age (as on 31-01-2024)	Minimum 20 years & Maximum 30 years (five years relaxable for SC/ ST/ OBC candidates)
Resident	Indian Citizen & Permanent resident of Sikkim. COI holders will be given preference.
Educational qualifications	i) A Degree (Graduation) with minimum 50% marks in any discipline from a University recognised by the Govt. of India or any equivalent qualification recognized as such by the Central Government/ Govt of Sikkim. ii) Computer Literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations / Language/ should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.
Experience	Candidate having 1-2 years' experience in banking/ financial / institutions/ NBFCs will be given preference.
Pay scale	16500-500(4)-18500-660(5)-21800-800(5)-25800-850(6)-30900 + Other allowances as applicable
Probation	Selected candidates will be on probation for 1(one) year from the date of appointment. On satisfactory completion of the probation, they may be appointed as regular employee of the Bank
Place of posting	At any branches / offices of the Bank.

B) Post : Clerk cum Cashier (Vacancy -1)

Age (age as on 31-01-2024)	Minimum 20 years & Maximum 30 years (five years relaxable for SC/ ST/ OBC candidates)
Resident	Indian Citizen & Permanent resident of Sikkim. COI holders will be given preference
Educational qualification	i) A Degree (Graduation) in any discipline from a University recognised by the Govt. of India or any equivalent qualification recognized as such by the Central Government/ Govt of Sikkim. ii) Computer Literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/ Language/ should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.
Experience	Candidate having 1-2 years' experience in banking/ financial/ institutions/ NBFCs will be given preference.
Pay scale/ Emolument	13500-450(4)-15300-550(5)-18050-600(5)-21050-700(6)-25250 + Other allowances as applicable.
Probation Period	Selected persons will be on probation period for 1(one) year. On satisfactory completion of the probation, they may be appointed as regular employee of the Bank.
Place of posting	At any branches / offices of the Bank.

C)Post : Messenger- Vacancy -1

Age (as on 31-01-2024)	Minimum 18 years & Maximum 24 years (five years relaxable for SC/ ST/ OBC candidates)
Resident	All categories of applicants hailing from Sikkim may apply. However, Preference will be given to COI holders of Sikkim if otherwise found suitable.
Educational qualifications	12 th standard passed from a recognized Board.
Pay scale	9000-300(5)-10500-400(5)-12500-450(5)-14750-550(5)-17500 + Other allowances as applicable
Place of posting	At any branches / offices of the Bank.
Probation	Selected candidates will be on probation for 6(six) months from the date of appointment. On satisfactory completion of the probation, they may be appointed as regular employee of the Bank

Candidates should indicate the percentage obtained in 12th secondary/ 10th standard and Graduation calculated to the nearest two decimals in the application (as applicable).

Considering the number of applications received, at Bank's own discretion, Candidates may be shortlisted for interview in the ratio of 1:20 on the basis of qualifications, experience etc. Bank reserve the right to increase / decrease the number of post/s or cancel the above recruitment in part or full as per Bank's requirement without assigning any reason.

Candidates are advised to regularly visit the Banks website www.citizenbanksikkim.com for details and updates.

For any enquiry/ information regarding this job vacancy, **our helpline is : +91-6296811143 /7980962561.**