



ANDHRA PRADESH MAHESH CO.OPERATIVE URBAN BANK L TD.
HEAD OFFICE-8-2-680/1&2, ROAD NO.12, BANJARA HILLS, HYDERABAD – 500 034
Ph.23437103/105/106, Web:www.apmaheshbank.com, E-Mail: info@apmaheshbank.com

Andhra Pradesh Mahesh Co-operative Urban Bank Ltd., a leading Multi State Scheduled Co-operative Urban Bank in South India, with a net work of 45 Branches spread across 4 states (Andhra Pradesh, Telangana, Maharashtra and Rajasthan), invites applications for the post of Clerk/Cashier from the candidates, who fulfill the following eligibility criteria.

Applications are invited from Indian Citizens for the post of Clerk-cum-Cashier.

1. Vacancies:

Total No. of Vacancies: 200 (approx)

2. Eligibility conditions (As on 31.03.2022)

a) Educational Qualifications:

- Graduation in any discipline from a Recognized University (The candidate should have passed the degree in single attempt only)
- Preference will be given to the candidates having Computer knowledge, good communication in English and knowledge of local languages.
- Adequate knowledge in MS Office and Internet Usage

b) Age (as on 31.03.2022)

Minimum age: 21 years (born not later than 31.03.2001)

Maximum Age limit: 28 years (born not before 31.03.1994)

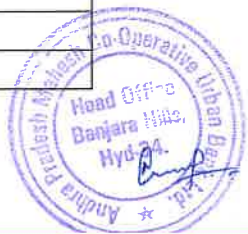
3. Application Fee Details (Non refundable)

Application fee: Rs. 500/-

(i) Application Fees (Payable from 16.03.2022 to 27.03.2022) through NEFT only

(ii) Application Fees can be remitted through Andhra Pradesh Mahesh Co-operative Urban Bank Ltd. or any other Banks (**through NEFT only**). The details of the account to which fee to be remitted are as under:

| | |
|---------------------------|--|
| Account No.: | 036001200000188 |
| Type of Account: | Current Account |
| Account Name: | APMCUB Ltd. – Clerical Recruitment – 2022 - Application fee |
| Name of the Bank: | Andhra Pradesh Mahesh Co-operative Urban Bank Ltd |
| Name of the Branch | Road No.12 Banjara Hills |
| IFSC Code: | APMC0000036 |



4. Emoluments & Benefits: Selected candidates will be placed in Regular Scale with a CTC of Rs.23,934/- p.m. (approx) during one year probation period. On satisfactory completion of probation period, their services will be regularised.

5. Service Conditions:

As applicable in the Bank from time to time. The selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Bank.

6. Selection Procedure:

The qualified candidates in the Written Test (both Objective Test and Descriptive Test) will be called for interview, and final selection will be made on the basis of performance in the Written Test and interview. Outstation candidates called for interview are not eligible for any reimbursement of fares for having undertaken journey for interview purpose.

A) The Objective Type Test with duration of Two Hours, with Test Structure as under:

| Sl. No. | Test | Marks | Time |
|---------|--|-------|---|
| 1. | Test of Reasoning | 50 | Two Hours Time for all Tests |
| 2. | Quantitative Aptitude | 50 | |
| 3. | English | 50 | |
| 4. | Computer Knowledge & General Awareness | 50 | |

All the questions are of objective type with five alternative choices, out of which one will be the correct answer. The candidate has to mark the correct answer in the Answer Sheet.

B) The Descriptive Type Test (Essay Writing & Letter Writing) in English with a duration of 30 Minutes

7. Examination Center: Written Test will be held at the Hyderabad Center only. The candidates to attend the Written Test at their own cost.

8. Communications: All communications to the candidates with regard to Written Test/Interview will be through e-mail/SMS only, and hence, candidates are advised to furnish their valid e-mail id and Mobile Number in the Application, without fail.

9. Probation:

Selected candidates if certified to be medically fit, may be appointed as Clerk-cum-Cashier grade on probation for a period of 1 year.

The Bank reserves the right to terminate the services of the candidate if found not suitable at any time during the probationary period or the extended probationary period without any Notice or assigning any reason thereof. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.

10. Service Bond

The selected candidates will be required to give an undertaking along with appropriate monetary of financial guarantee to serve the Bank for a minimum period of two years.



including probationary period. The details of guarantee and relevant terms would be intimated later.

11. How to Apply:

After payment of requisite fee as indicated at Para No.3 above, the candidates have to apply in prescribed format furnished in Annexure (in PDF Format only) **by mail only to clerk2022@apmaheshbank.com** from **16.03.2022 to 27.03.2022**. **Candidates need not submit the hard copy of the application to the Bank.**

12. Mode of Payment

Candidates have to pay the requisite fees through NEFT as per details indicated at ParaNo.3 above.

13. General Conditions:

1) The candidates would be required to submit the attested copies of the required certificates in proof of their age/date of birth, educational qualifications at the time of interview, if called at a later stage.

2) The Bank reserves the right to restrict the number of candidates to be called for interview based on their performance in the written examination and commensurate with the number of vacancies.

3) The decision of the Bank will be final and binding in all matters. The Bank takes no responsibility for any delay in receipt of or non-receipt of application or communication at any point of time during the recruitment exercise.

4) The Bank reserves the right not to call any candidates to appear for the written examination and interview.

5) Depending upon the response of applicants, the Bank reserves the right to add some more test centers, to suit to the administrative convenience and other similar considerations.

6) Applications once made will not be allowed to be withdrawn and fee/service charges paid shall not be refunded under any circumstances.

7) In case it is found at any stage of recruitment, the candidate does not fulfill the eligibility criteria and/or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings detected even after appointment, his/her services are liable to be terminated forthwith. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Bank in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.

8) The Bank shall not entertain any correspondence or personal enquiries.

9) Canvassing in any form will disqualify the candidate for consideration for the posts.

10) Any resulting dispute arising out of this process/advertisement shall be subject to the sole jurisdiction of the Courts situated in Hyderabad.

11) In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.

Date: 15 March 2022

**Sd/-
GENERAL MANAGER**





**ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD
(MULTI-STATE SCHEDULED BANK)**

Application for the Post of Clerk-cum-Cashier

Affix Recent
Passport Size
Photograph

| | | | |
|---------------------------------------|--|-------------------|------------------------|
| 1. Name in CAPITALS | | | |
| 2. Father's Name | | | |
| 3. Date of Birth | | | |
| 4. Correspondence Address | | | |
| | | | |
| | | | |
| | | | |
| 5. Permanent Address | | | |
| | | | |
| | | | |
| | | | |
| 6. Mobile Number (Mandatory) | | | |
| 7. E-mail ID (Mandatory) | | | |
| 8. Aadhaar Number (Mandatory) | | | |
| 9. PAN Number (If available) | | | |
| 10. Educational Qualifications | | % of Marks | Year of Passing |
| | SSC | | |
| | INTER | | |
| | GRADUATION (Whether passed in single attempt or not) (specify the stream) | | |
| | Post-Graduation (Specify the stream) | | |
| | Additional Qualification, if any | | |



| | | |
|---|--|--|
| | Work Experience, if any | |
| 11. Computer Knowledge | | |
| 12. Languages Known | | |
| 13. Examination Fee Details (UTR Reference Number) | UTR Number: | |
| | Name of Bank: | |
| | Date of Remittance: | |
| <p>I, hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.</p> | | |
| Date : | <p style="text-align: center;">_____</p> <p style="text-align: center;">Candidate's Signature</p> | |

