



The Eastern Railway Employees' Co-Operative Bank Limited

Ref. No. E/Admin/23-24/Con/Appt./101

Dated: 17-07-2023

Re. - Appointment of Officers on Contractual basis.

- 1) **No. of Post:** 02 (Two)
- 2) **Educational Qualification:** Post Graduate Degree (preferably in commerce) or Graduate with Inter CA.
- 3) **Experience:** Minimum 15 years experience as on 1st January, 2023, in Cooperative Banks (UCBs) / Scheduled Commercial Banks / Public Sector Organisations in Financial Sector including 5 years operational experience in the fields of Accounts, Audit, Finance & Administration with knowledge in Computer.
- 4) **Age:** 55 years to 65 years.
- 5) **Remuneration:** Negotiable
- 6) **Place of Interview:** ERECB Bhawan, 10, Strand Road, Kolkata - 700 001.
- 7) **Date & Time of Interview:** 11-08-2023 (Friday) at 11:30 A.M.
- 8) **Mode of Application:** Applications under prescribed format (attached herewith) within a sealed envelope address to The Chief Executive Officer of the Bank are to be submitted in the Drop Box kept at the Ground Floor of ERECB Bhawan, 10, Strand Road, Kolkata - 700 001 from 10 A.M. to 5:30 P.M.
- 9) **Last Date of Submission:** 04-08-2023 (Friday) 5:30 P.M.
- 10) **Other Terms & Conditions:-**
 - i) Only short listed candidates will be called for interview.



Regd. Office : 17, Netaji Subhas Road, Kolkata - 700 001
Admn. Office : 10, Strand Road, Kolkata - 700 001; Tel. : Secretary (D) 2243 0455; Admin. : 2248 9328
Fax No.: 2243 8395



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- ii) No TA/DA will be paid to any candidates for attending interview.
- iii) All the relevant self-attested documents/ testimonials etc. related to Date of Birth, Address Proof, Educational Qualification and Work Experience are to be attached with the application.
- iv) The candidates who are in employment must submit a No Objection Certificate from their existing Employer.
- v) In case of candidates who have retired from service shall submit Service Certificate issued by the Ex-Employer Concerned.
- vi) The decision of Competent Authority of the Bank related to the appointment in question will be treated as final.

(B. Roy Choudhury)
Secretary
The E.R.E.C.B. Ltd.

Secretary
The E. Rly. Emp. Co-op Bank Ltd.
Kolkata - 700 001

Copy to:

Board of Directors for kind information.

C.E.O. for kind information.

(B. Roy Choudhury)
Secretary
The E.R.E.C.B. Ltd.



THE EASTERN RAILWAY EMPLOYEES' CO-OPERATIVE BANK LTD.
10, STRAND ROAD, KOLKATA-700 001.

FORMAT OF THE APPLICATION FOR THE POST OF OFFICER ON PURELY
TEMPORARY BASIS

Sl. No.(To be filled by Office)

Space for
recent Passport
size Color
Photo

Sl. No.	Particulars	Comments
1.	Name of the Candidate	
2.	Father's Name	
3.	Address /Contract No./Mail I.D	
4.	Date of Birth / Age as on 01.01.2023	
5.	Nationality	

6.	Aadhaar No.	
7.	PAN	
8.	Educational Qualifications :-	
9.	Professional Qualifications	
10.	Experience in the related field:-	
11.	Salary Drawn / Current Salary (if any)	

12.	<p>A. In case of availing VRS, give details</p> <p>B. In case of resignation, give reason</p>	
13.	Expected Remuneration (Monthly)	
14.	Reason for opting Contractual Service (in two / three sentences) :-	
15.	Whether ready to visit all Branches (including the Branches situated in other States)	Yes / No / Other (if other, please specify)
16.	<p>Since it is a Salary Earners Multi-State Urban Co-operative Bank regulated by Reserve Bank of India being an Officer of the Bank (On Contractual basis) what should be your role in the fields of Accounts / Audit & Inspection / Investments / Banking –operations / Deposit Mobilization / Legal Matters / Loan & NPA Recovery / Membership / ALM / AML / Reporting to RBI / Information Technology (CBS related) / Administration / Income Tax / TDS / GST / EPFO etc.</p> <p>.....</p> <p>.....</p>	

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DECLARATION

I..... hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof. Moreover, I understand that the Bank authority will have every right to initiate any action in accordance with law against me in the event that the any of the above facts / above facts is / are found to be falsified. I also hereby declare that I have informed my parent organization regarding my application and / or I will produce a NOC from my parent office, if my candidature is considered for being called for interview.

Place

.....

Full Signature of the Candidate

Date :