



THE ANDHRA PRADESH STATE CO-OPERATIVE BANK LTD.

(Govt. Partnered Scheduled Bank)

HO: # 27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada-520002

Human Resource Management Dept. : e-mail id: hrd@apcob.org

NOTIFICATION

Inviting applications from eligible candidates for the post of Faculty on contractual basis in APCOB Cooperative Training Institute.

I. ELIGIBILITY CRITERIA :

1. No. of Vacancies: 02 Vacancies of which 01 Vacancy is reserved for candidate having experience in IT Background.

2. Age:

Candidate shall be 35-62 years as on date of notification.

3. Minimum Educational Qualification:

- a) Graduate with CAIIB/ Diploma in Cooperative Business Management (or) Post graduate in Commerce/MBA/Agriculture (or) PG in subjects related to Cooperatives, banking, NPA and recovery management, credit appraisal, investment and treasury management etc.
- b) Graduate with Computers/BCA/MCA/B.Tech (Computers) with CAIIB, for the vacancy reserved for IT.
- c) Applicant must be conversant with the computer/multimedia tools and other state of the art methods of teaching.
- d) Teaching in Telugu language is essential.

4. Experience:

a) **Essential:**

- a) The candidate should have good exposure in any one or more of areas of specialization viz., Banking, Loaning – ST credit, Long and medium credit, Investment credit, Micro finance, accountancy, HR.
- b) In addition to a), the candidate should have a minimum of Five (05) years of working experience in IT Departments of Banking Sector having exposure to CBS Applications, Delivery channels, Systems and

Services. Preference will be given to the Candidates having Migration Experience, for the vacancy reserved for IT.

b) **Desirable:**

- a) Preference will be given to the candidates who worked as full time faculty member having Minimum of Three (03) years in Training Institutes of State Cooperative Banks (StCBs) / Nationalized Banks/Private Sector Banks/Payment Banks/NBFCs.
- b) Preference will be given to the candidates who have passed CTFC Certification by C-PEC, BIRD, Lucknow. If not, the selected candidate has to necessarily pass the CTFC certification examination conducted by C-PEC, BIRD Lucknow within a span of 1 year from the date of appointment.

II. TERMS & CONDITIONS OF THE APPOINTMENT

1. Contract Period: The period of contractual appointment will be initially for a period of 3 years, subject to review of performance every year.

2. Remuneration and other perks & allowances:

- a. Consolidated remuneration of Rs.70,000/- per month + conveyance of Rs.5,000/- per month shall be paid for retired officers selected for the post.
- b. For in-service candidates, pay protection shall be extended.
- c. Deputation/faculty allowance as applicable shall be paid.

3. Job location: Place of posting would be at APCOB CTI, Barkatpura, Hyderabad for the moment. There is a plan to move to Kadapa shortly.

4. The term of contractual appointment between the parties can be terminated by giving one month notice on either side.

5. Superannuation benefits: The faculty on contract shall not be entitled to any superannuation benefits viz., Provident fund, Pension, Gratuity etc.

6. Leaves: Beside weekly holidays and holidays declared under NI Act, Faculty will be granted Casual leaves upto a maximum of 12 days per year during the contract period.

7. General:

- a) In-service candidate shall be working as AGM/DGM of APCOB or DGM of DCCBs in the state of Andhra Pradesh.

- b) Candidate who has retired on superannuation/VRS from banking industry having requisite academic and professional qualifications with good communication skills will be selected for the post.
- c) Candidate should have retired in AGM & above cadres in APCOB and as DGMs of DCCBs in the state of AP.
- d) In other Banks, candidates should have retired as Scale-IV Officers and above having at least 8 years of experience in the cadres from Scale-II and above.
- e) Knowledge of Telugu language is compulsory.
- f) The maximum permissible age for a retired officer to work as faculty on contract basis is 65 years.
- g) Aptitude in teaching.

III. JOB DESCRIPTION:

- ❖ Undertaking Training Needs Analysis.
- ❖ Assisting in preparation of a training plan of Client Institutions as also of the CTI.
- ❖ Specification of training areas for CTI and those for outside training institutions.
- ❖ Identification of levels of trainables.
- ❖ Designing programmes specific for different categories of trainables' in the subject areas and appropriate approvals thereof.
- ❖ Standardization of Program through C-PEC.
- ❖ Preparation and Announcement of Training Calendar of CTI.
- ❖ Mobilization of Trainables to different programs from various cooperative institutions.
- ❖ In conduct of Training Programs / Courses:-
 - Delineation of Program Objectives, Syllabus and Schedule.
 - Preparation of Session Plan for each session.
 - Preparation of Program Kit.
 - Compilation of Reading / Reference Material.
 - Finalization of Teaching / Training Material: Presentations / Case Studies.
 - Business Games / Management Games / Discussion Notes / CDs or DVDs or other media
 - Taking Sessions.
 - Organizing other Faculty Members / Guest Faculty for various sessions.
 - Facilitating Group Work.
 - Organizing Field Visits.
 - Training Assessment and Participants' Feedback.

- Classroom Management.
- Program-Specific Library Reference Management.
- Trainees Management.
- Post-Programme Documentation, Reporting and Feedback Record.
- Follow-up , if any
- Post-Program Impact Evaluation.
- ❖ Periodic Review and Up-dation of Teaching / Training material and Reading / Reference material.
- ❖ Computer-based data-base management & analysis for programs/seminars etc.
- ❖ Preparation of research / status papers.
- ❖ Organisation of Consultancies and Project Work for Cooperative Institutions.
- ❖ Conduct of Seminars / Workshops on Subjects of Topical Importance in CTI or on sponsorship from StCB or State Cooperative Union or other organisations.
- ❖ Conduct of Exposure Tours of Participants.
- ❖ Visiting Faculty Assignments in other Institutions.
- ❖ Own enrichment by way of attending Training / Seminars / Workshops in other institutions.
- ❖ General Support in administrative and establishment aspects of CTI.

IV. Selection Procedure:

1. The selection of faculty will be done by the Selection Committee through a selection process. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview. APCOB reserves the right to call only the requisite number of candidates for the Interview after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.
2. All further announcements/ details pertaining to this process will be provided only on the bank's website www.apcob.org from time to time.

V. Application Guidelines:

1. Candidates can apply for the post on or before **28.11.2022** in the prescribed proforma application available in the Bank's website www.apcob.org.
2. Interested candidates may submit their application form, in the prescribed format, along with all supporting documents of age proof, Educational qualification, experience, a passport size photo and details of fee payment by way of post.

3. The application should be addressed to the Dy. General Manager (HRMD), The A.P. State Cooperative Bank Ltd, NTR Sahakara Bhavan, D.No. 27-29-28, Governorpet, Vijayawada – 520 002 and the envelope containing the application should be superscribed “APPLICATION FOR THE POST OF FACULTY ON CONTRACTUAL BASIS FOR APCOB COOPERATIVE TRAINING INSTITUTE”.
4. The application fee of Rs. 1000/- shall be paid by way of NEFT to the following account or /Demand Draft in favor of The A.P State Co-operative Bank Ltd., payable at Vijayawada:

Name: APCOB-HRMD;
Account no. 610000006843.
IFSC: APBL0000126.

VI. Disclaimer:

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of APCOB in all matters regarding eligibility and selection would be final and binding on all candidates. No representation or correspondence will be entertained by APCOB in this regard.

Date: 19.11.2022

Sd/-
GENERAL MANAGER (HRMD)