



THE MANIPUR STATE CO-OPERATIVE BANK LTD.
HEAD OFFICE: OLD ASSEMBLY ROAD.
IMPHAL-795001(MANIPUR)
Telephone: (0385)-2451540; 2451378.
Fax: (0385)-2440237. E-mail:mscbltd@gmail.com

ADVERTISEMENT

Dated, Imphal, the 25th September, 2020.

The Manipur State Cooperative Bank Limited (MSCB Ltd), Imphal invites application in the prescribed format for appointment to the following posts.

Sl. No	Name of Post	Scale of Pay	No. of Post	Category
1.	Driver	Rs.5200-20200, G.P.-1900/- (Level 3 of Pay Matrix)	3	UR -1 ST -1 OBC (Meetei/Meitei) -1
2.	Multi – Tasking Staff	Rs.4440-7440, G.P.-1650/- (Level 1 of Pay Matrix)	16	UR – 10 ST - 4 OBC (Meetei/Meitei) – 1 OBC (Meitei Pangal) -1

The number of vacancies is liable to change as per the decision of the Board of Management of the MSCB Ltd.

1. Age Limit:

- For the post of Driver, the candidate should not be less than 21 years and not more than 38 years as on the date of notification.
- For the post of Multi-Tasking Staff, the candidate should not be less than 18 years and not more than 38 years as on the date of notification.
- The upper age limit is relaxable by 5 (five) years for SC/ST candidates, 3 years for OBC candidates.

2. Centre of Examination: Imphal.

3. Eligibility Condition:

- The candidate must be a citizen of India.
- The candidate must be able to speak Manipuri or any of the tribal dialects of Manipur.
- The candidate must be a permanent resident of Manipur provided that a candidate whose parent or any of his/her direct lineage are permanent resident of the State, with proper documentary proof like enrolment in the electoral roll and birth certificate, will also be eligible.

4. Educations Qualifications:

- For the post of Driver :
 - Matriculate /Equivalent from any recognised institutions.
 - Driving License (Light motor Vehicle) from a State licensing authority with three years experience in driving.
- For the post of Multi – Tasking Staff
 - Matriculate /Equivalent from any recognised institutions.
 - Desirable: Computer Knowledge.

5. Application Fees: i) SC/ST- Rs.200/- (ii) General and OBC - Rs.500/-

* Application fee is non- refundable and not transferable.

Application fee should be paid by Demand Draft favouring "Manipur State Co-operative Bank Ltd." payable at "Imphal" only. Candidate's name, Address and Post applied for should be written on the reverse of the Demand Draft.

6. List of documents to be submitted at the time of application:

- i) Permanent Resident Certificate issued by the District Magistrate/competent authority.
- ii) Age proof Certificate.
- iii) Educational qualification Certificates along with relevant Mark Sheets from matriculation and onwards.
- iv) SC/ST/OBC Certificate for candidates seeking reservation available for SC/ST/OBC category.
- v) 2 (two) recent passport size photograph should be submitted out of which 1 (one) should be firmly pasted on the Application Form and should be signed across it by the candidate.
- vi) Driving License (Light motor Vehicle) from a State licensing authority with three years experience in driving, IF THE POST APPLIED IS FOR "DRIVER".

7. Scheme of Examination: i) The scheme of examination will be purely based on written test only (Questions will be of Matriculation Standard).

8. Submission of application:

Candidates must apply as per Application Format published in the News papers only along with this advertisement. Form should be filled in with Black ball point pen. Candidates should use the Forms typed neatly on white paper of FOOLSCAP SIZE (21 cms X 30 cms) in double space on one side of paper only and fill up the columns in their own handwriting. The Application Form should be filled up in English and not in any other language. The application has to be duly dated and signed by the candidate. Applicants are required to drop the application Form, complete in all respects, along with enclosures inside an unaddressed envelope in the box provided for this purpose at the Manipur State Cooperative Bank Ltd., Imphal/Main Branch at Old Assembly Road, Imphal. Incomplete application and application received after the due date will be rejected and no further correspondence in this regard will be entertained.

Last Date of Form Submission: 31/10/2020 (4 p.m.)

9. Payment of TA/DA: Candidates will be required to appear at the written Test at their own expense and no allowances including TA/DA will be paid for the purpose.

10. Helpdesk: In case of any problem in filling up the form, payment of fee or receipt of Admission/Call letter, queries may be made at telephone No. **(0385)-2451540** (between 10.30 A.M. to 4.00 P.M.) on all working days.

11. General Instructions:

- i) A candidate cannot apply for more than one post.
- ii) Application form not accompanied with prescribed fee or not as per the prescribed format or incomplete in any respect will not be entertained.
- iii) For any query relating to the exam, you can e – mail us to the following e –mail address: mshbltd@gmail.com by mentioning "**Recruitment of staff in MSCB Ltd.**" in the subject of the email.
- iv) Canvassing for the posts, in any form, will be a disqualification.
- v) Date, timing and examination venue at Imphal will be provided to the candidates through e-mail/SMS/local news papers in due course after the completion of application receipt and verification process.

Sd/-

(A.Subhash Singh, IAS)
Managing Director,
The Manipur State Cooperative Bank Ltd.
Head Office, Imphal.

7. Gender: Male/Female/Others:

8. Nationality :

9. Community: General/OBC/ST/SC:

10. Date of birth (in figure): (DD/MM/YYYY)

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11. Date of birth (in words) :

12. Is age relaxation being claimed: Yes /No

If Yes, indicate the category: ST/SC/OBC

13. Visible identification mark (if any)

14. Examination Fee Paid:

Bank Draft No. Dated :.....

Amount :

Name of Issuing Bank :

15. Educational Qualification:

16. List of Enclosures:

- i)
- ii)
- iii)
- iv)
- v)
- vi)

I do hereby declare that all the information furnished by me in the application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case if any of my information is found to be false at any stage of the recruitment process or thereafter, my candidature for the post applied for shall stand disqualified and I shall be liable for any other action to be taken up under the existing Rules.

Place :

Date :

Signature of the Candidate :