

Recruitment for Various Vacancies

BANK PROFILE

The Bhuj Mercantile Cooperative Bank Ltd., a multi-state bank having Head office at Ahmedabad, is looking for various persons having experience of working in banking.

AGE, QUALIFICATION & EXPERIENCE (As on 30-09-2023.)

Sr No	Name of the Post	Age-years	Qualifications/Eligibility
1	General Manager	35-65	<p>QUALIFICATION:-</p> <p>(a) Graduate with CAIIB/ Diploma in banking and Finance/ Diploma in Cooperative Business Management or equivalent qualification OR</p> <p>(b) Chartered Accountant/ Cost Accountant/MBA (Finance) OR</p> <p>(c) Post Graduate in any discipline</p> <p>EXPERIENCE:-</p> <p>The person should have at least 8 years work experience at Middle/Senior level in the Banking sector.</p> <p>EXPECTED SKILLS:-</p> <p>(a) The candidate must well verse with the latest trend and technology in banking sector and regulatory compliance. (b) Knowledge of Computers. (c) Excellent writing, speaking and communication skill in English, Hindi and Gujarati.</p>
2	Credit Officer/Loan Officer/Branch Manager/	25-65	Graduate in any discipline, At least five years' experience in a commercial or a cooperative bank. Should have depth knowledge of financial analysis and evaluation of necessary documents.
3	HR Manager		Graduate in any discipline (Preferably MBA HR), preferably five years' experience in a commercial or a cooperative bank or any other institution, in human resource analysis.
4	Recovery Officer/Legal Officer/	35-65	Graduate in any discipline with degree of L.L.B, should have at least five years' experience in a cooperative bank preferably in a multi-state cooperative bank.
5	FrontDesk Officer / Marketing Assistant.	21-40	Graduate in any discipline
6	IT Manager / officer	Below 40	B.E./B.TECH/B.CA/B.SC.IT from a reputed university. Minimum five years' experience in

			handling Core Banking Software (CBS) in a reputed bank. Should have experience in compliances of IT audit, IS audit, EDP audit, Cyber security Audit and Liaoning with CBS, IT & Digital Payment solution vendors. Knowledge of supervising development of software solution, mobile/digital banking, networking, server administration.
7	PA-PRO	Up to 40	Graduate in any discipline and having at least three years experience as a PA/PRO preferably in a bank.
	Marketing Officer	Upto 45 years	MBA (Marketing) from a reputed university Experience in Banking sector will be desirable.

SUBMISSION OF APPLICATION:

Applicants have to submit their applications with relevant documents in the given format of (Annexure - A) and Appendix II

E-mail: info@bhujbank.com

**To, The General Manager, The Bhuj Mercantile Co-operative Bank Ltd.,
Head Office: Vyapar Bhavan, Mithakhali Six Road, Navrangpura, Ahmedabad – 380006**

GENERAL INSTRUCTIONS:

a) While applying for the post, the applicant should ensure that he/ she completely fulfils the eligibility and other norms and that the particulars furnished are correct in all respects. 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 or false information or has surpassed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above short coming(s) is/are detected even after appointment, his/ her appointment is liable to be terminated without any notice.

b) Merely submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for interview.

c) Management have the powers to relax any terms and conditions and qualifications, age or experience.

d) In case of any doubt/clarification please contact below:

**The General Manager, The Bhuj Mercantile Co-operative Bank Ltd.,
Head Office: Vyapar Bhavan, Mithakhali Six Road, Navrangpura, Ahmedabad - 380006**

Phone: +91-7043216676