



**THE TURA URBAN CO-OPERATIVE BANK LTD.**  
H.O. Beldarpara Road (Near Parade Ground) Tura, P.O. Tura- 794001.  
Dist. West Garo Hills, Meghalaya.

RBI Licence No. UBD (MEG) 0001P Dated. 20.03.2002

Estd. 1974

Bank Code: 220

E-mail: [ho@turaucb.com](mailto:ho@turaucb.com)

Phone No. (03651) 224090

No. TUCB. 18/ Appointment/ 2023-24/ 490

Date: 03/11/2023

## **Advertisement**

Applications are invited in the Standard Form of Application published in Meghalaya Gazette for the following Posts in the Tura Urban Co-op. Bank Ltd., from the permanent residents of Meghalaya on consolidated pay for 1 (one) year (extendable) on purely temporary basis.

- |     |                       |   |   |
|-----|-----------------------|---|---|
| [1] | SENIOR OFFICER        | – | 1 (MBA/ M.COM/ MA)                          |
| [2] | JUNIOR OFFICER        | – | 1 (BBA/B.COM/BA)                            |
| [3] | JUNIOR ASSISTANT (IT) | – | 1 (M. Tech)                                 |
| [4] | JUNIOR ASSISTANT      | – | 1 (Graduate from any recognised University) |

Details of Advertisement are available at Head Office Notice Board, Tura Urban Co-op. Bank Ltd., Beldarpara Road, Near Parade Ground, West Garo Hills, Tura.

Last Date of submission of applications 18<sup>th</sup> November, 2023.

Sd/-  
(Nandey A. Sangma)  
Chief Executive Officer  
Tura Urban Co-op. Bank Ltd.  
Tura

Sd/-  
(C.N. Sangma)  
Chairman  
Tura Urban Co-op. Bank Ltd.  
Tura





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Name of the Post	Senior Officer
Number of Post	1 (one)
Consolidate Pay	Rs. 30,000.00 per month.
Last Date of submission of Application	18/11/2023

## ELIGIBILITY

Age Limit: Upto 37 years.

Minimum Qualification: MBA / M.Com / MA

Experience: Minimum 5 years of experience in the field of Banking, Marketing, Insurance, Accounting or any financial services background. MS Word, MS Excel, MS Power Point.

## NATURE OF WORK

- [a] Investment Portfolio (Interest adjustment, Amortization and Depreciation of Investment)
- [b] Loan Portfolio (Income Recognition Assets Classification) IRAC, (Pre and Post sanctioning activities).
- [c] Accounting Portfolio (Reconciliation, GST, TDS, Profit & Loss A/c and Balance Sheet related works).

**Note: Canvassing in any form will be liable for disqualification.**



*[Signature]*  
Chief Executive Officer  
Tura Urban Co-operative Bank Ltd.  
Tura-794001, Meghalaya



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Name of the Post	Junior Officer
Number of Post	1 (one)
Consolidate Pay	Rs. 25,000.00 per month.
Last Date of submission of Application	18/11/2023

### **ELIGIBILITY**

Age Limit: Upto 37 years.

Minimum Qualification: BBA / B.Com / BA

Experience: Minimum 3 years of experience in the field of Banking, Marketing, Insurance, Accounting, Financial Services or experience in similar nature of works in any other establishments. MS Word, MS Excel, MS Power Point.

### **NATURE OF WORK**

- [a] To perform works at bank's CBS (core banking software).
- [b] To perform official works e.g. letter drafting, recording of minutes of the meetings and other daily official works.
- [c] Any other office works allotted.

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Name of the Post	Junior Assistant (I.T.)
Number of Post	1 (one)
Consolidate Pay	Rs. 25,000.00 per month.
Last Date of submission of Application	18/11/2023

## ELIGIBILITY

Age Limit: Upto 37 years.

Minimum Qualification: M. Tech


Experience: Minimum 2 years of experience in .net framework, My SQL, C#, C++, Java, MS Word, MS Excel, MS Power Point.

## NATURE OF WORK

- [a] To perform NPCI (National Payment Corporation of India) related works.
- [b] To look after Hardware, Software, Network, Cyber Security, IS (Information System) of the bank.
- [c] To coordinate with the Bank's CBS Vendor to troubleshoot any issue on day to day basis.
- [d] To attend office on 2<sup>nd</sup> & 4<sup>th</sup> Saturdays, Sundays and other holidays for NPCI and EoD activities.

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Name of the Post	Junior Assistant
Number of Post	1 (one).
Consolidate Pay	Rs. 20,000.00 per month.
Last Date of submission of Application	18/11/2023

## **ELIGIBILITY**

- Age Limit: Upto 37 years.
- Minimum Qualification: Graduate in any discipline in recognise University.
- Experience: Minimum 1 year of experience in the field of Banking, Marketing, Insurance or any equivalent field. MS Word, MS Excel, MS PowerPoint.

## **NATURE OF WORK**

- [a] To work in recovery of NPA Loans.
- [b] To perform works at bank's CBS (core banking software).
- [c] To perform for pre-sanctioning activities.
- [d] To work in coordination with Development Officer (i/c Loans & Advances) of the bank.
- [e] Any other office works allotted.

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*[Signature]*  
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