

# BHAGINI NIVEDITA SAHAKARI BANK LTD.

## RECRUITMENT - 2021

### Details of post requirements:

SR. No.	POST NAME	NO OF POST	Education Qualification	Age Limit	Experience
1	<b>Trainee Clerk</b>  (only for female candidates)	25	Minimum Graduate in any field from reputed University and Computer Knowledge ( <b>minimum 60% in 10th OR minimum 50% in Graduation</b> )	<u>For General Category</u> <b>Minimum 21 years &amp; Maximum 33 years on date of Advertisement.</b>  <u>For Reserve Category</u> <b>Minimum 21 years &amp; Maximum 35 years on date of Advertisement</b>	<b>Fresher</b>
2	<b>Senior Clerk (IT Section)</b>	01	Graduate preferably BCA / B.Sc (Computer Science) / BCS from reputed University	<u>For General Category -</u> <b>Maximum 33 years on date of Advertisement</b>  <u>For Reserve Category</u> <b>Maximum 35 years on date of Advertisement</b>	1) Minimum of 9 years work experience  2) Out of which at least 2 years work experience in IT Department of Urban Cooperative Bank  <b>Skills Required</b> Server Installation and Troubleshooting, Experience in Handling and maintaining Data Center requirements, e.FAS, PAC, Monitoring etc., knowledge of VMware and Hyper V, knowledge of Linux OS, Desktop/Laptop Hardware and OS level support, Certifications - MCP/MCITP/A+

## **Instructions to Candidates for On-line submission of applications :**

- 1) Before applying, the candidates are requested to read carefully the eligibility conditions for the post he/she is applying for.
- 2) Application Fees for both the posts is Rs.1000/- (candidates can apply for only one post)
- 3) The candidates are requested to click "APPLY" option under "Employment" option on the home page of [www.vamnicom.gov.in](http://www.vamnicom.gov.in) under title "External Link". Online Applications will be accepted from above link only and no other means or mode of submission of application will be accepted.
- 4) Click on "New Registration" and select Post to apply. The candidate will receive SMS of Registration Number & Password after filling registration details. Application No and Password created should be stored securely by applicant as it is useful throughout the recruitment process.
- 5) Applicant should ensure that he / she provides a valid personal e-mail address and DND mobile number which is active till the completion of this Recruitment process. This will be treated as the registered email address and mobile number for the recruitment process.
- 6) Applicant should Login using registration number & password to make online payment of application fees (1000/-) using Debit / Credit card, Internet banking, e-wallet, UPI etc. Bank Transaction charges for online payment of application fees will have to be borne by the applicant. Safe and secure payment is sole responsibility of applicant.
- 7) Applicant should ensure that he / she enters correct Name, Date of Birth and all other details at the time of registration. Fees once paid will not be refunded under any circumstances.
- 8) Dates of online fees payment and submitting online application

Online fees payment	<b>From 24/03/2021 (11.00 AM) To 07/04/2021 (05.00 PM)</b>
Online Submission of applications	

- 9) After successful payment of fees, applicants will be enabled for entering a complete application details which consists of following :
  - Personal Details (name, address, marital status etc.)
  - Educational Details (Exam Passed, Board/University, Passing year and %)

- Document Upload (10<sup>th</sup> certificate, Graduation Certificate, IT Certification, Gazette Certificate (in case of name change) etc.). The original certificates to support eligibility criteria must be produced at the time of document verification / Personal Interview.
  - Experience Details (Name of organization, working period, designation etc.)
  - Upload latest Photograph & valid Signature
- 10) Applicant should Click 'Submit Application' to submit the application details. Applicants should verify all details before submitting as once application is submitted it cannot be edited.
  - 11) Applicant must refer to the link <https://vamnicom.gov.in/en/recruitments> from time to time as all information and circulars; notifications will be uploaded on the link. It will be the sole responsibility of applicant to visit the aforesaid website from time to time to remain updated regarding recruitment process.
  - 12) VAMNICOM will not be responsible for applicant not receiving the communication / SMS if the mobile number / email address / postal address is changed or set to DND or is no longer available or wrongly given. No correspondence will be entertained in this regard. VAMNICOM reserves the right to use appropriate method of communication.
  - 13) Any false / incorrect information in application at any stage of recruitment process, the applicant will be disqualified. The decision of the VAMNICOM in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
  - 14) For any clarification, candidates may write to [rvamnicom@gmail.com](mailto:rvamnicom@gmail.com) with copy to [recruitment@vamnicom.gov.in](mailto:recruitment@vamnicom.gov.in). For any technical difficulties in online application process applicant may call Helpline Number - 09637374919 (Time 11:00 AM to 05 PM on Working days)
  - 15) For clarification related to post including pay scales and other terms, the candidates may contact Bhagini Nivedita Sahakari Bank Ltd., Pune to their fullest satisfaction before applying for the post through On-line mode.

**Recruitment for the post of Trainee Clerk and Senior Clerk (IT section)  
in Bhagini Nivedita Sahakari Bank Ltd., Pune**

**Syllabus for the post of Trainee Clerk**

1.	Banking & Cooperative Banking	25 marks
2.	Knowledge of Marathi and English language	25 marks
3.	General Knowledge & Awareness	25 marks
4.	Mathematics & Logical Reasoning	25 marks
	<b>Total</b>	<b>100 marks</b>

**Syllabus for the post of Senior Clerk (IT section)**

1.	Basics of Software & Hardware	25 marks
2.	Hardware troubleshooting & maintenance	25 marks
3.	Data Centre and Disaster Recovery site Management	25 marks
4.	Banking Technology & Emerging Trends	25 marks
	<b>Total</b>	<b>100 marks</b>