



# THE VISAKHAPATNAM COOPERATIVE BANK LTD.

(Regd. No. MSCS/CR/1101/2014)

**CENTRAL OFFICE**

(MULTI STATE COOPERATIVE BANK)

# 47-3-27/3, 5th Lane, Dwarakanagar, Visakhapatnam-530 016, Ph : 0891-2788461, 2788466

E-mail : info@vcbl.in, Website : www.vcbl.in



VCB/HO-HR/Trainee/ 2025 1185

Date: 10-06-2025

## JOB OPENING

The Visakhapatnam Cooperative Bank Limited, a Multi-State Urban Cooperative Bank, calls for online applications from eligible and interested candidates, to the post of Clerical Trainee on a fulltime basis through direct recruitment.

Applicants duly selected through a written test-cum-personal interview would be posted provisionally at the locations mentioned against S.No.6 below:-

## CRITERIA DETAILS

1	Organization	<b>The Visakhapatnam Cooperative Bank Ltd</b> <i>Multi-State Urban Cooperative Bank</i>
2.	Name of the post	Clerical Trainee
3.	No of Vacancy	Eight (8)
4.	Age Limit	Below 30 years (Born on or after 01-06-1995)
5.	Eligibility Conditions	a) Any Graduation with first class in Regular Stream or above b) Knowledge of English & Telugu is compulsory c) Should be proficient MS Office ( MS word and excel) and conversant in digital communications etiquettes.
6.	Job Location	<b>Hyderabad</b>
7.	Training Period	24 Months
8.	Compensation during Training	<ul style="list-style-type: none"><li>Rs. 15,000/- per month (all inclusive) + Rs.2,500/- will be paid as Metro Region Allowance</li><li>Upon successful completion of one year Training period, the candidate will be appointed to a Consolidated employee position with a Monthly Remuneration of Rs.17,000/-+ Rs.2,500/- will be paid as Metro Region Allowance.</li></ul>



**VOLUNTARY AND  
OPEN MEMBERSHIP**



**DEMOCRATIC  
MEMBER CONTROL**



**MEMBERS' ECONOMIC  
PARTICIPATION**



**AUTONOMY AND  
INDEPENDENCE**



**EDUCATION, TRAINING  
AND INFORMATION**



**COOPERATION AMONG  
COOPERATIVES**



**CONCERN FOR  
COMMUNITY**



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		<ul style="list-style-type: none"> <li>Following the successful regular completion of one year in the consolidated role, the candidate will be considered for placement in the regular Pay Scale subject to organisational policies and performance evaluations</li> <li>Subject to progressive performance assessment, services of the candidate could be pre-concluded at any time during the Training period, without assigning any reason.</li> <li>As per rule<sup>s</sup> eligible for PF, Gratuity &amp; Bonus.</li> </ul>
9.	Minimum work period condition	The selected Candidate shall execute a service bond agreeing to serve the organization for a minimum period of one year from the date of appointing as a Trainee. In case he/she opts to quit during the Bond Period, a compensation of Rs.50,000/- has to be paid to the Bank.
10.	Pay Scale & Total Emoluments(after successful completion of 24 months Training Period)	₹. 13560-475-15935-560-18735-655-22010-770-25860-905-32195. The total initial emolument will be around Rs.30,000/-.
11.	Application Procedure	<p>Interested candidates are invited to apply in the attached format, with their resume , Payorder and Xerox copies of all certificates (including all qualification certificates (10<sup>th</sup>/inter/Degree/Post Graduation etc., Aadhar, PAN, Driving License &amp; Experience Certificates ) to the mail id <a href="mailto:recruitment@vcbl.in">recruitment@vcbl.in</a> with a subject <b><u>Application@ Hyderabad</u></b> &amp; to the below address .</p> <p>Online Application Start Date <b>June 13, 2025</b>  Online Application End Date <b>June 30, 2025</b>  (Late receipt stands summarily rejected by default.)</p>





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		<p>Last Date for Receipt of Hard Copy <b>July 6,2025</b></p> <p><b>The Visakhapatnam Cooperative Bank Ltd-</b></p> <p><b>HR DEPARTMENT</b></p> <p><b>Central Office,</b></p> <p><b>Dr No. 47-3-27/3/4,</b></p> <p><b>5<sup>th</sup> lane, Dwarakanagar,</b></p> <p><b>Visakhapatnam-530 016</b></p> <p>For any clarification contact HR department at phone number 0891-2788462</p>
12.	Application Fee	Rs.100/- to be paid by way of Payorder (Non-Refundable) in favour of The Visakhapatnam Cooperative Bank Ltd., and to be submitted along with hard copy of application. The amount is non refundable even in the case of ineligible candidates.
13.	Selection Process	Written Examination and / or personal Interview. Intimation will be sent by email for the eligible candidates.
14.	Others	Bank reserves right to conduct the selection process or to cancel without assigning any reason thereof.

International Year of Cooperatives  
COOPERATIVES BUILD PROSPERITY FOR ALL



*[Signature]*  
**CHIEF EXECUTIVE OFFICER**

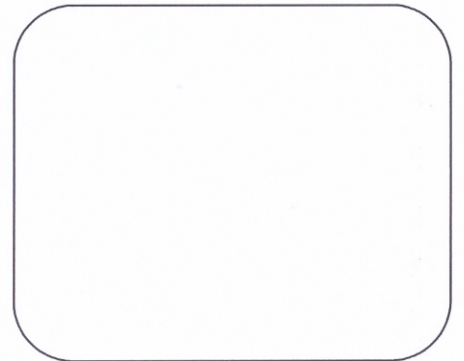


**APPLICATION FORM FOR THE POST OF  
CLERICAL TRAINEE POSTS AT HYDERABAD (TELANGANA STATE)**

1	Name	
2	Fathers name/ husband name	
3	Gender	
4	Date of Birth and Age	
5	Full Address with Pin code	
6	Phone Number	
7	Email id	
8	Educational Qualifications	
9	Knowledge in English	
10	Knowledge in Telugu	
11	Computer Knowledge	
12.	Previous Experiences if any	

Copies of certificates in support of age, educational qualifications, experience, Adhar Card, PAN Card & Driving License should be enclosed

- \*\* Latest Photo should be attached to this application
- \*\* Resume and Payorder/DD should be attached to this application



Date:

Signature of the candidate