

THE KANGRA COOPERATIVE BANK LIMITED
C-29, Community Centre, Pankha Road,
Janakpuri, New Delhi 110 058
(www.kangrabank.com)

20.12.2021

VACANCY FOR THE POST OF STENO

The Kangra Coop. Bank Ltd., is proposing to appoint a person as **Steno** with the following terms and conditions :-

Age (as on 01.01.2022) : Minimum **19 years**, maximum **35 years**

Qualification : Graduation in any discipline Knowledge of English shorthand and typing at speed of 100 and 50 w.p.m. respectively

Additional Qualification : Knowledge of Hindi typing

After shorthand and typing test and interview selected person will be given a consolidated salary of Rs. 20,000 with 8% annual increment for 3 years. On the completion of 3 years if performance was found satisfactory, the appointment will be regularized with basic salary of Rs. 19,900 (Pay Level V) with all allowances and other facilities as applicable to the Bank Staff as per the bank rules such as DA, HRA, Tpt. Allowance, Medical allowance, Insurance, LTC and bonus facilities etc. Preference will be given to experienced person.

Last date for submission of applications : 15.01.2022

For the above post, interested persons should send their complete bio data along with copy of the self-attested academic qualification certificates and self attested latest passport size photograph to the CEO, The Kangra Coop. Bank Ltd., C-29, Community Centre, (Top Floor), Pankha Road, Janakpuri, New Delhi - 58.

Management reserves its right to cancel this advertisement at any time with or without issuing any notice thereof individually and / or publically even after receiving the applications.


CEO