

**THE KANGRA COOPERATIVE BANK LIMITED**  
**C-29, Community Centre, Pankha Road,**  
**Janakpuri, New Delhi 110 058**  
**([www.kangrabank.com](http://www.kangrabank.com))**  
**VACANCY FOR THE POST OF Jr. Secretary**

The Kangra Coop. Bank Ltd., is proposing to appoint a person (male/female) as **Jr. Secretary** with the following terms and conditions :-

Age (as on 01.04.2018)	:	Minimum <b>19 years</b> , maximum <b>35 years</b>
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 shorthand/typing

After shorthand and typing test/interview selected persons will be given a consolidated salary of Rs. 17,000 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.

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.

**Last date for submission of applications : 21.04.2018**

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

**SANJEEV DHEER**  
**CEO**