

**THE KANGRA COOPERATIVE BANK LIMITED
C -29, COMMUNITY CENTRE, PANKHA ROAD
JANAK PURI, NEW DELHI – 110058**

VACANCY NOTICE FOR THE POST OF STENO/JR. SECRETARY

The Kangra Cooperative Bank Limited is proposing to appoint a person as Junior Secretary with the following terms and conditions :-

Age as on 01.01.2026	:	Minimum 19 Years, Maximum 35 Years
Qualification	:	Graduation in any discipline with minimum 60% marks Knowledge of English Shorthand and typing at speed of 80 and 40 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.25,000/- 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. 19,000/- (Pay Level V) with all allowances and other facilities as applicable to the Bank Staff as per the bank rules such as DA, HRA, Transport Allowance, Medical Allowance, Insurance, LTC and bonus facilities etc.

Preference will be given to experienced person.

Last Date for Submission of application : 22.01.2026

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 Cooperative Bank Limited, C – 29, Community Centre, (Top Floor), Pankha Road, Janak Puri, New Delhi – 110058.

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.

