



**The Andhra Pradesh
State Cooperative Bank Ltd.**
(A State Partnered Scheduled Bank)



NOTIFICATION

**Applications are invited for engagement of Apprentices under
Apprentices Act, 1961 for F.Y 2024-25 in The Andhra Pradesh State
Cooperative Bank Ltd., (APCOB), Vijayawada**

Tentative Vacancies (Training seats)	25
Last date for submission of Applications	28.10.2024
Date of Document verification	02.11.2024 (Tentative)

The Andhra Pradesh State Cooperative Bank Ltd., (APCOB), leading State Cooperative Bank with its Head office at Vijayawada invites application from candidates for engagement of Apprentices, under Apprentices Act, 1961 and as per Apprenticeship policy of the Bank. Selected candidates will be engaged in APCOB Head office/Branches at the discretion of the Bank.

Eligible candidates are required to register on the apprenticeship portal www.nats.education.gov.in before applying for apprenticeship in the Bank. Candidate with 100% complete profile on the apprenticeship portal only are eligible to apply.

1. Eligibility Criteria:

Post:	Apprentice (This is not an employment in the Bank)
Profile:	Apprentice. Note: The candidate engaged as Apprentice will NOT be treated as "employee" of the AP State Cooperative Bank and will not be entitled to receive any benefits which are available for the employees of the Bank.
Qualification:	1. Bachelor's degree in Banking/ Commerce/ Accounting & Audit/ Agriculture/ Information Technology from the recognized University / Institutes approved by Govt. of India or its regulatory bodies. 2. The candidate should be proficient in Telugu & English Language (Reading & Writing).
Date of Reckoning for eligibility	All the eligibility (Age, Qualification, etc.) shall be computed as on 01.09.2024 (inclusive)
Age:	Minimum 20 years and maximum 28 years as on the date of reckoning for eligibility i.e Candidates must have been born not earlier than 01.09.1996 and not later than 01.09.2004 (both days inclusive).
Period of Apprenticeship Training:	One Year

Place of Training	The On Job Training (OJT) will be imparted to the candidates at the selected branches as per course/curriculum.													
Test of local language	Candidates who produce 10 th or 12 th standard mark sheet/certificate evidencing having studied Telugu language will not be required to undergo the local language test. For other candidates, the test for knowledge of local language will be conducted as a part of selection process. It will be conducted when the candidate is called for Document Verification by the Bank. Candidates who fail to qualify this test will not be engaged as apprentice.													
Working Hours	The Apprentice shall be imparted On Job Training (OJT) during hours of work as applicable to the clerical cadre of the Bank.													
Physical/Medical Fitness	Engagement of Apprentices will be subject to his/her being declared medically fit as per the requirement of the Bank.													
Relaxation in Age Limit:	<table border="1"> <tr> <td>(a)</td> <td>Scheduled Caste/ Scheduled Tribe</td> <td>5 Years</td> </tr> <tr> <td>(b)</td> <td>Other Backward Classes (Non-Creamy Layer)</td> <td>3 Years</td> </tr> <tr> <td>(c)</td> <td>Persons with Benchmark disability</td> <td>10 Years</td> </tr> <tr> <td>(d)</td> <td>Widows, divorced women and women legally separated from their husbands who have not remarried</td> <td>Age concession up to the age of 35 years for General/EWS, 38 years for OBC and 40 years for SC/ST candidates</td> </tr> </table>		(a)	Scheduled Caste/ Scheduled Tribe	5 Years	(b)	Other Backward Classes (Non-Creamy Layer)	3 Years	(c)	Persons with Benchmark disability	10 Years	(d)	Widows, divorced women and women legally separated from their husbands who have not remarried	Age concession up to the age of 35 years for General/EWS, 38 years for OBC and 40 years for SC/ST candidates
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Eligibility Conditions:	<ol style="list-style-type: none"> The candidate should not have undergone apprenticeship in any other organization or terminated their apprenticeship midway or pursuing apprenticeship training in any other Bank / Organization / company / firm etc. as per Apprenticeship Act 1961 as amended from time to time. Candidates who had training or job experience of one or more years after completion of educational qualifications shall not be eligible for being engaged as apprentice. 													

2. Details of vacancies (Training Seats):

S.No	Name of the District	Vacancies
(a)	Krishna & NTR Districts	17
(b)	Guntur District	07
(c)	Chittoor District	01

Candidates can opt for training seats in any of the above Districts in the order of preference. However, allotment will be based on the need of the Bank and subject to availability of training seats in respective districts. Rule of reservation will be applied as per the rules.

The number of vacancies is provisional and may vary according to the actual requirement. Further, the Bank reserves the right to enhance or lower down the vacancies as per requirements at the time of final selection.

3. Stipend:

A monthly stipend of Rs. 15,000/- (including subsidy amount, if any, by Govt. of India) shall be paid to the apprentice during the period of apprenticeship. The Apprentices are not eligible for any other allowances/ benefits.

APCOB will make a payment of Rs. 10,500/- into the apprentices account on a monthly basis. Government share of Stipend of Rs 4,500 will be directly credited to the apprentices Bank account through DBT mode as per extant guidelines.

4. Selection Procedure:

Candidate is required to register on the apprenticeship portal **www.nats.education.gov.in** before applying for apprenticeship in the Bank. After registration on the apprenticeship portal enrollment number will get generated, which the candidates should keep for future reference. Candidate with 100% complete profile on the Apprenticeship portal is eligible to apply for Apprenticeship in the Bank.

The candidates shall be required to submit the duly filled in application (enclosed) directly or by Post at the following address:

The Deputy General Manager,
Human Resource Department,
The Andhra Pradesh State Cooperative Bank Ltd.,
NTR Sahakara Bhavan, Governorpet,
Vijayawada – 520 002

The merit list of those candidates who have applied will be prepared District wise in descending order on the basis of marks/percentage obtained in Graduation. In case more than one candidate is having the same percentage, such candidates will be ranked according to their age in descending order in the merit.

The selected candidates as per the Merit List shall receive communication from The Andhra Pradesh State Cooperative Bank Ltd (APCOB) to appear for Documents Verification (DV) at APCOB Head Office in Vijayawada.

Merit list shall be prepared only on the basis of the information filled by the applicant in the application. In case of any discrepancy observed at the time of document verification, the applicant will be disqualified summarily.

The training seat vacancy arises due to whatsoever reason shall be filled with the reserve list candidates.

Mere eligibility does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right to a candidate for engagement / selection. Bank reserves the right to change / modify the selection / engagement criteria, if necessary.

All candidates who are finally selected for the training will receive an email communication from APCOB.

5. Training Condition/ Overtime/Leave/Holidays:

- (a) Apprentice shall be entitled to such holidays as are observed in the Bank.
- (b) Apprentice shall be entitled to One casual Leave on completion of one month of Apprenticeship. No other type of leave is applicable for the Apprentices.
- (c) Apprentice can avail only 3 casual leaves at a time. Leave accumulated, if any will automatically get exhausted on termination/completion of contract.
- (d) The daily hours of training will be as applicable to the clerical staff of the Bank.
- (e) No apprentice shall be allowed for overtime.

6. Conduct and Discipline

As per Section 17 of Apprentices Act, 1961 amended from time to time, in all matters of Conduct and Discipline, the apprentice shall be governed by the 'Rules and procedures for disciplinary action against Workmen' of The Andhra Pradesh State Cooperative Bank Ltd.

7. Certification

Every Apprentice on completion of the training will be granted a certificate of proficiency by the National Council, on passing a test conducted by the National Council to determine his/her proficiency.

8. General Instructions:

- (a) Candidates should take utmost care to furnish the details while filling in application.
- (b) Bank reserves right to reject ineligible candidate's applications at any stage of the selection process.
- (c) While applying, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the engagement depending upon such disclosures and/or independent verification.
- (d) All further announcements/Addendum or Corrigendum (if any)/ details pertaining to this process will only be published/ provided on Bank's authorized website <https://www.apcob.org>. All notifications/ communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project. No separate communication/ intimation will be sent to the candidates who are not shortlisted/ not selected in the process.

- (e) Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they fulfil all the eligibility conditions applicable to unreserved category.
- (f) Incomplete applications / applications without supporting documents will be rejected outright. Bank takes no responsibility to receive/ collect any certificate/ document sent separately.
- (g) Candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind.
- (h) Candidates are advised not to change their appearance till the engagement process is complete.
- (i) The recent passport size photograph affixed by the candidate on the application should be retained for use at various stages of the process.
- (j) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of selection and any other matter relating to selection process will be final and binding on the candidate. Bank reserves the right to modify/ amend/ cancel any of the eligibility criteria and/or any other terms and conditions spelt out in this Notification. Further, the Bank reserves right to stall / cancel the selection process partially / fully at any stage at its discretion, which will be final and binding on the candidate.
- (k) The shortlisted candidates are required to produce original documents pertaining to Age, Qualification, etc. for verification. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to join Apprenticeship Program.
- (l) Mere submission of application and apparently fulfilling the criteria as prescribed in the advertisement do not entitle a candidate to be called for Apprenticeship program.
- (m) By applying for the training programme, candidates give their consent for making use of the information furnished in the application for Bank's internal use.
- (n) Canvassing in any form for training seats will be treated as disqualification.
- (o) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution / web site / job portal / social media. Candidates are advised not to share/ mention their application details with / to anyone.
- (p) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

9. Other Terms and Conditions

- (a) It shall neither be obligatory on the part of the Bank to offer any employment to any apprentice nor shall it be obligatory on the part of the apprentice to accept an employment.
- (b) Candidates shall be relieved from the Bank after immediate completion of apprenticeship period. The apprentices will have no right to claim for regular employment in the bank based on the apprenticeship training undergone and such apprenticeship training will not cast any liability on the bank for providing any job to any such apprentice.

- (c) The candidature of the applicant would be provisional and subject to verification of documents subsequently. At any stage, if it is found that the candidate has furnished false or incorrect information, then the candidature is liable for cancellation of engagement.
- (d) Candidate seeking age relaxation should submit necessary certificate (s) at the time of engagement and as and when required.
- (e) Candidates selected for training will not be allowed to withdraw from training except for reasons which are beyond their control. Before commencement of the training, the candidates will have to execute a Contract of Apprenticeship.
- (f) During the period of Apprenticeship, the selected Apprentices will be governed by Apprentices Act, 1961 (as amended from time to time) and applicable commensurate polices / rules of the bank.
- (g) No accommodation will be provided and selected Applicants will have to make their own arrangement during their training as per Apprentice Act 1961 and they will be released on completion of the training.
- (h) Every apprentice undergoing apprenticeship training in the Bank shall be a trainee and not a worker. The provisions of any law with respect to labour shall not apply to or in relation to such an apprentice."
- (i) Any resultant dispute arising out of this advertisement for engagement of apprentices will be subject to the jurisdiction of courts in Vijayawada.
- (j) Any disagreement or dispute between the Bank and the Apprentice arising out of contract shall be referred to the Apprenticeship Advisor.
- (k) All other terms and conditions of Apprenticeship not expressly mentioned in the policy document shall be as prescribed under the Apprentices Act 1961 and Apprenticeship Rules 1992 as amended from time to time.

10. Announcements:

All further announcements/ details pertaining to this process will be published/ Provided only on <https://www.apcob.org> from time to time. No separate advertisement will be issued in this regard.

11. Disclaimer:

In case, it is detected at any stage of engagement that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their engagement as an apprentice is liable to be terminated / cancelled. Decisions of APCOB in all matters regarding eligibility, conduct of Scrutiny of Applications/ Interviews / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

12. Helpdesk:

In case of any problem in filling up the form, queries regarding Apprenticeship rules etc., the candidates may contact @ 0866-2429011/012/014 during working days from 10 AM to 5 PM.

Place: Vijayawada
Date: 19.10.2024




CHIEF GENERAL MANAGER (HRMD)
B. Ramachandraiah
Chief General Manager
Emp. Code:458



**APPLICATION FORM FOR APPRENTICESHIP
UNDER NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS)**

A. PERSONAL INFORMATION

1. Name of the Student : _____
(As per the Certificate)
2. NATS Enrollment Number : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : / /
5. Community : SC/ST/BC/Others
6. Person With disability (PwD) : Yes/No (Minimum 40 % disability)
7. Minority Community : Muslim / Christian / Parsi/ Jain / Sikh/ Not Applicable
8. Gender : Male/Female/Others
9. Unique ID No. (Aadhar) :
10. Applied for District : (a) Preference 1 : _____
(b) Preference 2 : _____
(c) Preference 3 : _____
11. Details of Criminal Cases : _____
12. Permanent Address : _____

13. Communication Address : _____



(Affix Passport size
Photograph)

B. EDUCATIONAL DETAILS: _____ (Please Specify)

	SSC	10+2	Graduation	Pos Graduation
Name of the School/College				
Address of the School/College				
Year of Passing				
Percentage of Marks /CGPA				
Class Obtained:				

C. BANK ACCOUNT DETAILS:

- a) Bank Name : _____
- b) Name of the Branch : _____
- c) Savings Account No. : _____
- d) IFSC Code No : _____

D. DECLARATION:

I _____ hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the AP State Cooperative Bank and Apprentices Act, 1961.

Signature of the Applicant:

Name of the Applicant:

Contact No.:

Mail Id:

Enclosures:

1. Copy of Aadhaar Card
2. Copy of Caste certificate (If applicable)
3. Copy of SSC Certificate
4. Copy of 10+ 2 Certificate
5. Copy of Graduation Certificate
6. Copy of Bank Passbook/Cancelled Cheque