

RECRUITMENT NOTICE

The Nirmal Urban Co-operative Bank Ltd., one of Nagpur leading Co-operative Banks is looking for qualified and experienced talents in following areas ::-

<u>By Email Registration of Application starts</u> <u>from 08-04-2026</u>	<u>Last date for submit Application</u> 13-04-2026
--	--

[1] Manager

Number of Posts	-042-
Position	Manager
Age Limit As on date	Not more than 60 years 01/04/2026
Educational Qualifications	Education: Graduation in any stream (MBA in Finance will be preferred)
Role & Responsibilities	➤ Ensure smooth day-to-day operations ➤ Lead, supervise, and motivate the branch team to achieve business targets ➤ Drive growth in deposits, advances, and other banking products ➤ Maintain high customer service standards and resolve grievances promptly ➤ Ensure compliance with RBI guidelines, banking regulations, and internal policies ➤ Oversee branch audits, inspections, and ensure risk mitigation ➤ Develop and maintain strong relationships with customers and the local community ➤ Monitor loan portfolios, recoveries, and manage NPAs effectively ➤ Guide staff training and capacity building
Experience	Minimum 5 years of experience in the banking sector At least 2 years of experience as a Branch Manager
Remuneration	At par with industry, negotiable
Posting	At Bank's Branches in Nagpur City & Kamptee

[2] Branch Manager & Assist. Branch Manager (ABM)

Number of Posts	-04-
Position	Assist. Branch Manager
Age Limit As on date	Not more than 45 years 01/04/2026
Educational Qualifications	Education: Graduation in any stream
Role & Responsibilities	➤ Assist to BM and Branch team to Ensure smooth day-to-day operations of the branch ➤ Lead, supervise, and motivate the branch team to achieve business targets ➤ Drive growth in deposits, advances, and other banking products ➤ Maintain high customer service standards and resolve grievances promptly ➤ Ensure compliance with RBI guidelines, banking regulations, and internal policies ➤ Oversee branch audits, inspections, and ensure risk mitigation ➤ Develop and maintain strong relationships with customers and the local community ➤ Monitor loan portfolios, recoveries, and manage NPAs effectively ➤ Guide staff training and capacity building
Experience	Minimum 5 years of experience in the banking sector for BM Minimum 3 years of experience in the banking sector for ABM At least 2 years of experience as a Branch Manage At least 2 years of experience as a Branch Officer
Remuneration	At par with industry, negotiable
Posting	At Bank's Branches in Nagpur City & Kamptee

[3] Officer

Number of Posts	-02-
Position	Officer
Age Limit As on date	Not more than 40 years 01/04/2026
Educational Qualifications	Education: Graduation in any stream
Role & Responsibilities	➤ Handle day-to-day banking operations and ensure accurate CBS entries. ➤ Provide efficient customer service and resolve queries/complaints. ➤ Assist in loan processing, documentation and monitoring of accounts. ➤ Ensure compliance with Reserve Bank of India guidelines and bank policies. ➤ Support audit functions and ensure timely compliance of observations. ➤ Maintain internal controls and follow maker-checker system. ➤ Manage cash, clearing and reconciliation activities. ➤ Generate MIS reports and maintain proper records/documentation. ➤ Support business development by mobilizing deposits and cross-selling bank products
Experience	Minimum 3 years of experience in the banking sector At least 1 years of experience as a Clerk
Remuneration	At par with industry, negotiable
Posting	At Bank's Branches in Nagpur City & Kamptee

[4] Clerk

Number of Posts	-04-
Position	Clerk
Age Limit As on date	Not more than 35 years 01/04/2026
Educational Qualifications	Education: Graduation in any stream
Role & Responsibilities	➤ Handle day-to-day banking operations like cash receipts, payments, and account management ➤ Assist in customer service, data entry, and document verification ➤ Maintain records of deposits, withdrawals, and account statements ➤ Support loan documentation and processing ➤ Ensure compliance with internal policies and audit standards ➤ Visit clients for document collection, verification, and KYC formalities ➤ Support loan recovery and follow-up with customers ➤ Promote bank products and services in the assigned area ➤ Build and maintain good relations with customers and the community ➤ Submit daily reports and updates to branch management
Experience	Minimum 1 year of experience in banking operations or fieldwork
Remuneration	At par with industry, negotiable
Posting	At Bank's Branches in Nagpur City & Kamptee

[5] Driver Cum Peom

Number of Posts	-01-
Position	Driver Cum Peon
Age Limit As on date	Not more than 35 years 01/04/2026
Educational Qualifications & Other	Education: 10 th (SSC) Valid LMV driving license
Role & Responsibilities	➤ Drive bank vehicle for official duties ➤ Ensure safe driving, vehicle maintenance and cleanliness. ➤ Assist in office work such as file movement, photocopy, dispatch and record handling. ➤ Deliver and collect documents, cheques and correspondence. ➤ Support cash/branch operations when required (as per policy and supervision). ➤ Maintain log book, fuel records and vehicle documents. ➤ Follow bank security and confidentiality norms. ➤ Perform general peon duties as assigned by branch/office.
Experience	2-5 Years' experience in driving Knowledge of Local routes and traffic Physically fit, disciplined and trustworthy
Remuneration	At par with industry, negotiable
Posting	At Head office in Nagpur

(Note – Nirmal Urban co-op Bank eligible employees are also encouraging to apply.)

- [1] Eligible and willing candidates are advised to apply through email on recp@nirmalurban.com **OR** Hard copy to submit by hand **OR** by Post at Head office, Nirmal Urban Co.op Bank Ltd. Nagpur.
- [2] The application to be received from 08/4/2026 to 13/04/2026 [in working hours].