



E-mail : ncbbst@rediffmail.com  
info@nabapallicoopbank.com  
Website : www.nabapallicoopbank.com  
Contact-H.O. : 2542-3376 / 5863  
B.R. : 2524-2259

# The Nabapalli Co-operative Bank Ltd.

RBI BANKING LICENCE NO.-U.B.D.W.B. 5/2002-2003 DATE 5.11.02  
(REGD. UNDER THE BENGAL CO-OPERATIVE SOCIETIES ACT XXI OF 1940)

Head Office / Main Branch : NABAPALLI CIRCULAR RD., P.O.-NABAPALLI, P.S.-BARASAT  
NORTH 24 PARGANAS, KOLKATA - 700 126

Branch Office : NOAPARA, P.O. / P.S.-BARASAT, NORTH 24 PARGANAS, KOLKATA-700 125

Ref. No. : 54/209

Date : 27.9.2025

Ref No.

Date: 27.09.2025

## APPLICATION FOR THE POST OF SYSTEM ADMINISTRATOR

Advertisement for the post of System Administrator for The Nabapalli Co-operative Bank Ltd .Applications are invited from eligible candidates to be appointed purely on a temporary and contractual basis for The Nabapalli Co-operative Bank Ltd.

The details of the vacancy are in the following table:

S. No.	Name of the post	No. of Posts	Eligibility Criteria	Remuneration per month	Upper age limit in years
1.	System Administrator	1 (one)	B.E/B.Tech degree in Computer Science, Information Technology from any UGC recognised University/Government registered Institution with a vast knowledge of handling different operating and networking system with at least minimum 10(ten) years of post-qualification experience in IT administration and at least 3(three) years experience preferably in Banking sector handling CBS(Core Banking System),Implementation of NEFT,RTGS,NFS,ATM,POS,ECOM, NACH, PFMS, Cyber Security Compliance .Installation, Configuration and Administration of various server level application and Installation, Configuration and Administration of various internally developed and third-party applications.	Rs 50,000/- (Consolidated per month) and or negotiable (No additional benefits,allowances,or bonuses will be provided)	45 Years

Application in the following format, along with a recent coloured passport-size photo and self-attested copies of all relevant documents, should be submitted in a combined pdf format through email to the following email [ID-ncbbst@rediffmail.com](mailto:ID-ncbbst@rediffmail.com) and [info@nabapallicoopbank.com](mailto:info@nabapallicoopbank.com) and or by hard copy of the application duly filled in and signed may sent addressed to The Secretary of The Nabapalli Co-operative Bank Ltd with a mark on the top of the envelope that "APPLICATION FOR THE POST OF SYSTEM ADMINISTRATOR" and must be submitted by 15.10.2025. The advertisement will be available on the website of The Nabapalli Co-operative Bank Ltd as well as the notice board of the main office of The Nabapalli Co-operative Bank Ltd and and also at Noapara Branch.



*Handwritten signature*



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Ref. No. : ..... 64/209 .....

Date : ..... 27.9.20 .....  
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## TERMS AND CONDITIONS

1. The candidates are responsible for ascertaining and ensuring their eligibility as per the prescribed qualification and experience. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material or information, he/she will be liable for removal from service and such other action will be taken as the Bank deems necessary. Even after qualifying in the selection process, the candidate may be disqualified during document verification if he/she does not fulfill essential eligibility criteria.
2. Tenure: The assignments are purely on a contract basis for a period of 6 months (which may be extended to a maximum of 3 years) and renewable after every 5 (five) months 29 (twenty) nine days on the discretion of the management. These Appointments will not vest any right to claim by the candidate for regular appointment or permanent absorption in The Nabapalli Co-operative Bank Ltd, or continued contractual appointment.
3. Expiry of Contract: The contract will automatically expire on completion of the stipulated time. The contractual appointment can be terminated at any time by either side by giving 30 days' notice or salary in lieu thereof.
4. Leave: The leave entitlement of the appointee shall be governed by the leave rules of The Nabapalli Co-operative Bank Ltd as amended from time to time.
5. Accommodation: The Bank will provide no hostel or other accommodation.
6. The prescribed qualification is minimum and merely possessing the same does not entitle any candidate for selection.
7. Applications incomplete in any aspect will be summarily rejected, and no intimations will be made to the candidate. Candidates who will be called for the interview will be based on the complete discretion of the Screening Committee, and no intimations will be given /sent to the candidate in this regard.
8. The competent authority's decision regarding the candidate selection will be final, and no Representation will be entertained.
9. The decision of the Selection Committee of The Nabapalli Co-operative Bank Ltd regarding the selection of candidates will be final, and no representation in any manner will be entertained in this regard.
10. The appointment is full-time and private practice and part time engagement of any type is



*Handwritten signature*



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Date : ..... 27/9/25

11. He/she is expected to conform to the rules of conduct and discipline applicable to the employees of The Nabapalli Co-operative Bank Ltd.
12. The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without giving any reason or notice.
13. The interview will be held at the main office of The Nabapalli Co-operative Bank Ltd situated at P.O.-Nabapalli, P.S.-Barasat, North 24 Parganas, Kolkata- 700126. No TA/DA will be paid for attending the same.
14. Information about this advertisement will be published/displayed on the website of The Nabapalli Co-operative Bank Ltd i.e. [WWW.nabapallicoopbank.com](http://WWW.nabapallicoopbank.com) as well as the Notice Board of the main office of The Nabapalli Co-operative Bank Ltd and also at Noapara Branch.
15. The Nabapalli Co-operative Bank Ltd will send no individual intimation to applicants. It will be their responsibility of applicants to visit the website of The Nabapalli Co-operative Bank Ltd.
16. No other allowance/facilities other than salary (consolidated) shall be admissible after deducting the statutory deduction as applicable time to time.
17. The selected candidate shall be employed for The Nabapalli Co-operative Bank Ltd and the remuneration will be paid by The Nabapalli Co-operative Bank Ltd.
18. All disputes will be subjected to the jurisdiction of the court of law at North 24 Parganas and Kolkata.

## SELECTION PROCESS:

1. Eligible candidates may fill up the attached application form. The filled-up application form and a certificate of age, qualification and experiences should be emailed to (all documents merged as a single PDF file in the same order as given above) and or send the hard copy of the application duly filled in and signed with a sealed envelope addressed to The Secretary of The Nabapalli Co-operative Bank Ltd with a mark on the envelope that "APPLICATION FOR THE POST OF SYSTEM ADMINISTRATOR"
2. The last date of application submission through email and by hard copy is 15.10.2025 as per the advertisement notice published on The Nabapalli Co-operative Bank web page as well as the notice board of the main office of The Nabapalli Co-operative Bank Ltd and Noapara branch.
3. Any application received after the stipulated time will not be considered.



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4. The shortlisted Candidates will be published on the website [WWW.nabapallicoopbank.com](http://WWW.nabapallicoopbank.com) of The Nabapalli Co-operative Bank Ltd as well as the Notice Board of the main office of The Nabapalli Co-operative Bank Ltd before the interview. The Nabapalli Co-operative Bank Ltd will send no individual intimation to applicants. Candidates are requested to follow up recruitment notices on the website as well as the notice board of the main office periodically.
5. The date and Venue of the interview will be published on the website [WWW.nabapallicoopbank.com](http://WWW.nabapallicoopbank.com) of The Nabapalli Co-operative Bank Ltd as well as the Notice Board of the main office of The Nabapalli Co-operative Bank Ltd only. No TA/DA will be paid for attending the same.
6. Candidates should bring two photo copies of the application form and supporting documents along with original documents for verification during the interview.
7. The decision of the selection committee appointed by the members of the Board of The Nabapalli Co-operative Bank Ltd will be final.
8. Results will be published on the website [WWW.nabapallicoopbank.com](http://WWW.nabapallicoopbank.com) of The Nabapalli Co-operative Bank Ltd as well as the Notice Board of the main office of The Nabapalli Co-operative Bank Ltd after the selection process is over and will be emailed to the selected candidate.



For The Nabapalli Co-operative Bank Ltd

P.C.Sarkar  
Secretary

27.9.2025

Place: P.O.-Nabapalli, P.S.-Barasat  
Kolkata-700126

Dated the 27th day of September, 2025

- ✓ 1. Copy at the web page.
2. Copy at the Notice board of the Main branch and Noapara Branch.
3. Office Copy .



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Ref. No. : ..... THE NABAPALLI CO-OPERATIVE BANK LTD Date : .....

P.O-NABAPALLI, P.S-BARASAT, NORTH 24 PARGANAS, KOLKATA-700126

## APPLICATION FOR THE POST OF: SYSTEM ADMINISTRATOR

Name of the Applicant:  
(in block letters)

Name of Father:  
(in block letters)

Name of Mother:  
(in block letters)

Date of Birth:

PAN NO:

Aadhaar No:

Current Address:  
(in block letters)

Contact No:

Email Id:

Educational Qualification in Details:

Paste Recent  
Coloured  
Photo graph  
Here

Board/University	Course	Year	% of Marks	Division

Experience (if any):

Institution	Post	Duration

Any other

Present Posting

Date of Joining

Name of the Post

Signature



*[Handwritten Signature]*