

(Recruitment No.6)

Recruitment of Consultants on Contract basis.**Important: LAST DATE OF RECEIPT OF APPLICATIONS – 11/12/2022 up to 5:00p.m.****BANK PROFILE:**

The Daman and Diu State Co-op Bank Ltd., having Head office at Daman and branches at Daman and Diu district, is looking for Consultant from serving/retired officers of NABARD/RBI/Scheduled Commercial /Nationalised / Private Banks/Regional Rural Banks etc.

The details are as below:

1. AGE, OUALIFICATION & EXPERIENCE (As on 31.10.2022.)

Sr. No.	Name of the Post	Age	Eligibility
1.	Consultant – (Credit Business and operation) 01 Post	Less than 65 years It may be relaxed by Management of the bank in deserving cases.	<ul style="list-style-type: none"> i. The applicant should be graduate from a recognized university or Bachelor's degree in Finance or Economics. ii. He should have minimum Five years' experience in Credit operation and Management, Credit Policy formation proposer scouting, scrutiny, sanction and documentation and NPA Management of agricultural and non-agricultural loan, specially consumer loans, loan and advances against Pledge, Agricultural loan and Retail Lending, housing loan, Mortgage loan. iii. He/she should have experience of good Service Portfolio and track record.
2.	Consultant - (Internal Inspection/ Internal Audit) 01 Post	Less than 65 years It may be relaxed by Management of the bank in deserving cases.	<ul style="list-style-type: none"> i. The applicant should be graduate from a recognized university or Degree or courses related to Chartered Accountant, Company Secretary, Cost & Works Accountant. ii. He should have minimum Five years' experience of working as a manager or any equivalent position or in a higher position. Weightage will be given for his / her experience of working as consultant or working at Head Office of the Bank. iii. He/she should have retired with good Service Portfolio and track record.

3.	Consultant - (Information Technology) 01 Post	Less than 65 years It may be relaxed by Management of the bank in deserving cases.	<p>i. Bachelor of Computer Application, Bachelor of Engineering or Bachelor of Technology (B.Tech.) in Information Technology or Computer Science or Bachelor of Science in Information Technology from recognised institution or having recognised course.</p> <p>ii. He should have minimum Five years' experience of working as IT related field and experience & knowledge of Banking, specially CBS, IT System, Cyber Security, IS audit, digital transaction management, centralised payment system, etc. Weightage will be given for his / her experience of working as Consultant or IT Department official at Head Office of the Bank.</p> <p>iii. He/she should have good Service and track record.</p>
4.	Consultant - HRMS (Human Resource Management System) 01 Post	Less than 65 years It may be relaxed by Management of the bank in deserving cases.	<p>i. The applicant should be graduate from a recognized university or Bachelor's degree in business administration or related field.</p> <p>ii. He should have minimum Five years' experience of working as a manager or any equivalent position or in a higher position. Weightage will be given for his / her experience of working as consultant or working at Head Office of the Bank.</p> <p>iii. He/she should have retired with good Service Portfolio and track record.</p>

2. CONTRACT PERIOD:

The candidate shall be appointed on Contract Basis initially for a period of one year and extendable on satisfactory performance and the Contract may be terminated by either side by giving one month notice.

3. CONTRACT AMOUNT:

Contract amount shall be maximum Rs. 1,00,000/- p.m. However, the exact amount of compensation will be decided by the management of DDSCB as per experience and expertise of the candidate. He/ She shall not be entitled for any other allowances and benefits. However, for official tour and travel, Consultant shall be entitled for expenses at the level of selection grade officer of the Bank. No other facility will be provided by the Bank.

4. LEAVE:

Consultant shall be eligible for a total of 12 days leave per year, out of which not more than 4 can be taken at a time. His/ Her working hours shall be the normal hours of bank's working as applicable on all days except Sundays and holidays declared under N.I. Act. Balance of the leave shall not be allowed to be carried over to the next year.

5. JOB PROFILE; ROLES & RESPONSIBILITIES:-

The following are job profiles, roles and responsibilities of the Consultant:

A. Consultant Credit business: -

The consultant shall be responsible to all types of Loans & Advances (Agri & Non-Agril), Cash Credits, Overdrafts, Consumer durables, vehicle, Housing loans etc. Preparation of Loans & Advances Manual, appraisal formats, loan application format, scrutiny formats, sanction note and draft sanction letters to be issued to branches and customers, Guidelines for undertaking field visits/study for verification of bigger loan proposals, etc.

B. Consultant Internal Inspection/ Internal Auditor: -

The consultant shall be responsible to Preparation of relevant Manuals/Guidelines for Internal Checks & Control, conducting Internal Audit, Concurrent Audit, Internal Inspection of branches, setting up of Audit Committee and its agenda notes, Constitution of Asset Liability Management Committee (ALCO) observations. and other things all Consultant would be responsible for initiation, drafting, amending and in finalising.

C. Consultant IT (Information Technology): -

The consultant shall be responsible to CBS, Information security (IS) Cyber security (CS), ATM, RTGS/NEFT/IMPS, Mobile Banking, Net Banking, IT related all other work.

D. Consultant HRMS (Human Resource Management System): -

- a. Consultant shall be reporting directly to the Administrator/M.D./General Manager (Administration) of the Bank and shall be the focal point for new initiative, New Policies, introduction of technology and other things.
- b. Consultant would be responsible for initiation, drafting, amending and in finalising:
 - Procedures and or policies in respect of Loan / guidelines on disbursement, recovery, inspection, record management, etc. or any administrative matter.
 - Introduction and effective usage of technology.
 - Streamlining functionary of H. O. and branches.
 - Co-ordination, Reporting and Compliances of RCS office, NABARD and RBI.

6. SELECTION PROCEDURE:

The eligible candidates will be called for personal interaction and the decision of the Bank in his / her regard shall be final.

7. SUBMISSION OF APPLICATION:

Applicants have to submit their applications in the given format (ANNEXURE – A)

Last date for receipt of application is 11/12/2022 up to 5:00p.m. No application shall be entitled beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Superscribing "Application for the post of Consultant" and send it to below stated address:

General Manager (Administration),
The Daman & Diu State Co-op Bank Ltd.,
Head Office : H.NO. 14/54,
1st Floor, Dilip Nagar,
Nani Daman-396210.
E-mail: adm@3dcoopbank.in
Web Site: <https://3dcoopbank.in>.

8. GENERAL INSTRUCTIONS:

- a) While applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect or false information or has surpassed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above short coming(s) is/ are detected even after appointment, his/ her contractual appointment is liable to be terminated without any notice.
- b) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.
- c) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for interview.
- d) No TA/DA will be payable for appearing in the interview.
- e) In case of any doubt/clarification please contact below:

General Manager (Administration)
The Daman & Diu State Co-op Bank Ltd.,
Head Office : H.NO. 14/54,
1st Floor, Dilip Nagar,
Nani Daman-396210.
Phone : 9824115885.
E-mail: adm@3dcoopbank.in
Web Site: <https://3dcoopbank.in>.

ANNEXURE – A**APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT**

To,
 General Manager (Administration),
 The Daman & Diu State Co-op Bank Ltd.,
 Head Office : H.NO. 14/54,
 1st Floor, Dilip Nagar,
 Nani Daman-396210

Paste Recent
 Passport Size
 Photograph &
 Sign across

With reference to your advertisement on Bank's website dated. _____, I submit my application in prescribed format.

Application for the post of: - [_____] (please mention for the Post applied)
 Credit Business operation/Internal Inspection or Internal Auditor/ IT (Information Technology)
 / HRMS (Human Resource Management System).

1.	Name (in full): (In Block Letters)	
2.	Address for Correspondence:	
3.	Permanent Address	
4.	a. Date of Birth (As per School leaving Certificate): (DD-MM-YYYY)	
	b. Age in completed years as on 31.10.2022:	
5.	Contact Details:	
	a. Mobile No.	
	b. Landline No.	
	c. Email Id.	
6.	Gender:	
7.	Nationality:	
8.	a. Birth Place:	

	b. Native Place:	
9.	Religion:	
10.	Category (General / SC/ ST / OBC.	
11.	Domicile of	
12.	Marital Status:	
13.	Father's/ Husband's Name:	
14.	Education Qualification	

Sr. No.	Qualification/Certification	Board / University	Year of Passing	Percentage/ Final Result.
1.				
2.				
3.				
4.				
5.				
6.				

(Copies of all educational qualifications are to be attached).

15.	Experience -						
Sr. No.	Name of Bank/Company	Designation	Duration		Responsibility	Pay Scale	Extra Ordinary Achievements
			From	To			
16.	a. Retired /VRS/ Superannuation:						
	b. Date of Retirement:						
	c. Total Years of Services:						
17.	Specific experience of working if any:						
18.	a. Details of Present Employment:						

	b. Organization	
	c. Full Address:	
	d. Position:	
	e. Reporting to:	
	f. Salary/ Compensation presently drawn:	
	g. In Rural/ Semi Urban Branches with Period & Capacity:	
19.	Give Brief on suitability of yourself for the post: - (Not More than 1000 words)	
20.	Any special achievements with respect to the applied post :- (Not More than 200 words)	

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated. I am willing to serve anywhere in India.

I hereby agree that any legal proceeding in respect of any matter of claims or disputes arising out of this application and/ or out of said advertisement can be instituted by me only at Daman and Courts/ tribunals/ forums at Daman undertake to abide by all the terms & conditions mentioned in the detailed advertisement.

(Signature of Applicant)

Place:

Date:

Enclosures: (Self certified copies of)

1. Aadhar Card.
2. PAN Card.
3. Birth Certificate/School Leaving Certificate.
4. Educational Qualification.
5. Experience Certificate.