

Recruitment of Managing Director.

Important: LAST DATE OF RECEIPT OF APPLICATIONS –30.09.2022.

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 **Managing Director having experience of working in banking.**

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE (As on 31.08.2022.)

Sr. No.	Name of the Post	Age	Eligibility
1.	<p>Managing Director</p> <p>The started Basic pay shall be Rs. 1,25,000/- p.m. plus Perks and facilities to Managing Director and CEO</p> <p>1. Two telephone bills up to Rs.1500/- each.</p> <p>2. Bank shall provide suitable well-furnished accommodation and in case not provided, M.D. shall be eligible to receive HRA @ 15% & Dearness Allowance @ 16% as on date and shall be change as per Ministry of Finance, Government of India from time to time.</p> <p>3. Reimbursement of Petrol / Diesel up to 125 litres per month of own car.</p> <p>4. Reimbursement of News Papers, Magazines and periodicals subscription up to Rs.2000/- per month.</p> <p>5. Reimbursement of per month for one servant and one driver charges at the rate of unskilled wages notified by local authority or labour department.</p> <p>6. Eligibility of Managing Director for Daily allowance, travelling allowance and Halting allowance shall be as per para 3(G) of the settlement</p>	35 to 65 Years	<p>QUALIFICATION:-</p> <p>(a) Graduate with CAIIB/ Diploma in banking and Finance/ Diploma in Co-operative Business Management or equivalent qualification OR</p> <p>(b) Chartered Accountant/ Cost Accountant/ MBA (Finance) OR</p> <p>(c) Post Graduate in any discipline</p> <p>EXPERIENCE:-</p> <p>The person should have at least 8 years work experience at Middle/Senior level in the Banking sector.</p> <p>EXPECTED SKILLS:-</p> <p>(a) The candidate must well verse with the latest trend and technology in banking sector and regulatory compliance.</p> <p>(b) Knowledge of Computers.</p> <p>(c) Excellent writing, speaking and communication skill in English, Hindi and Gujarati.</p>

SELECTION PROCEDURE:

- Only the short-listed candidates as per RBI Circular dated 25.06.2021 will be invited for further process and the decision of the Bank in his/ her regard shall be final.
- Good presentation skill and strong written and oral communication skill.
- The Candidate should have strong analytical skill with thorough and excellent working knowledge of computers and information technology.
- This appointment will be subject to an approval from RBI on fit and proper criteria as per RBI Circular dated 25.06.2021
- Initial engagement will be of 3 years and further extendable as per RBI guidelines.

SUBMISSION OF APPLICATION:

Applicants have to submit their applications with relevant documents in the given format of **(Annexure - A) and Appendix II**

Last date for receipt of application is 30.09.2022. No application shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, **Superscribing “Application for the post of Managing Director”** 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

GENERAL INSTRUCTIONS:

- a) While applying for the post, the applicant should ensure that he/ she completely fulfills the eligibility and other norms mentioned as per RBI Circular dated 25.06.2021 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 fulfill 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 appointment is liable to be terminated without any notice.
- b) Merely 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.
- c) 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

APPLICATION FOR THE POST OF MANAGING DIRECTOR

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

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

1.	First Name: (In Block Letters)	
	Middle Name: (In Block Letters)	
	Last Name: (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 30.06.2022:	
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.	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).

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

17.	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:	
18.	Give Brief on suitability of yourself for the post :- (Not More than 1000 words)	
-----Attach Separate Sheet-----		
19.	Any special achievements with respect to the applied post :- (Not More than 200 words)	
-----Attach Separate Sheet-----		

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 without notice. I am willing to serve anywhere in any branch of the Bank.

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 in the Courts/ tribunals/ forums at Daman to 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.