

(Recruitment No.6)

Recruitment of Chief General Manager (CGM) on Contract basis.**Important: LAST DATE OF RECEIPT OF APPLICATIONS – 11/12/2022 up to 5:00 p.m.****BANK PROFILE:**

The Daman & Diu State Co-op Bank Ltd., having Head office at Daman, is looking for Chief General Manager 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.	Chief General Manager	30 to 62 Years	<p>QUALIFICATION: -</p> <p>(a) Graduate preferably with Diploma in banking and Finance/ Diploma in Co-operative Business Management or equivalent qualification</p> <p style="text-align: center;">OR</p> <p>(b) Chartered Accountant/ Cost Accountant/ MBA (Finance)</p> <p style="text-align: center;">OR</p> <p>(c) Post Graduate in any discipline</p> <p>EXPERIENCE: -</p> <p>The person should have at least 5 years work experience at Middle/Senior level in the Banking sector.</p> <p>EXPECTED SKILLS: -</p> <p>(a) The candidate must be well versed 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>

2. CONTRACT PERIOD:

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

3. CONTRACT AMOUNT:

The fix compensation may be paid up to Rs. 1,50,000/- p.m. However, the exact amount of compensation will be decided by the management of the DDSCB as per experience and expertise of the candidate. He/ She shall not be entitled for any other allowances and benefits. However, Official tour and travel, CGM shall be entitled for expenses at the level of selection grade officer of the Bank. No other facility will be provided by the Bank.

*** The annual increase of 10% in compensation will be considered looking in to performance & outcome.**

4. LEAVE:

CGM 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:-

- Good presentation skill and strong written and oral communication skill.
- CGM shall discharge all function of the Bank relating to its business, Operation, Treasury Management, Branch control, internal checks and control, management, regulation, compliance, IT and cyber security, formation, maintain once of books of account of the Bank, final account, audit, inspection, risk management, preparation of agenda & providing of meetings etc. and any other works related to DDSCB.
- He/she shall be on overall second in command and responsible for all day to day banking, Policy framing, guidelines, compliances to NABARD, RBI and Registrar.
- The Candidate should have strong analytical skill with through and excellent working knowledge of computers and information technology.

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 5:00 p.m. No application shall be entitled beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Superscribing "Application for the post of Chief General Manager (CGM)" 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) Interview will be arranged only physical mode.
- f) 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>

APPLICATION FOR THE POST OF CHIEF GENERAL MANAGER (CGM) 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: - Chief General Manager (CGM).

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.