

(Recruitment No.3)

**Recruitment of Manager on Contract basis.****Important: LAST DATE OF RECEIPT OF APPLICATIONS -20.09.2021.****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 Retired Manager of Scheduled Commercial /Nationalised / Private Banks having experience of working in banking as consultant.

The details are as below:

**1. AGE, QUALIFICATION & EXPERIENCE (As on 31.07.2021.)**

Sr. No.	Name of the Post	Age	Eligibility
1.	Manager – (Administration & Establishment) 04 Posts	Less than 65 years	i. The applicant should be graduate from a recognized university. ii. He should have minimum Ten years' experience of working as a manager or in a higher position. Weightage will be given for his / her experience of working in the Rural/ Semi Urban Branches in various capacities i.e., Branch Manager/ Field Officer/ Divisional Manager or working at Head Office of the Bank. iii. He/she should have retired with good Service Portfolio and track record.
2.	Manager (Finance & Investment) – 01 Post	Less than 62 years	i. Degree or courses related to Finance and Investment. ii. He / She shall have at least Five years' experience in investment in Govt. Securities, Treasury bills, State Development Fund, Call Money etc.

**2: CONTRACT PERIOD:**

The candidate shall be appointed on Contract Basis initially for a period of One year and extendable up to Five years or as per requirement of the Bank or 65 years of age whichever is earlier on satisfactory performance and the Contract may be terminated by either side by giving one month notice.

**3. CONTRACT AMOUNT:**

For Sr. No. 1- **Manager – 04 posts**, Contract amount shall be Rs.50,000/- p.m. and negotiable as per experience and eligibility and for Sr. No. 2- **Manager (Finance & Investment) – 01 post**, amount shall be Rs. 1,00,000/- p.m. He/ She shall not be entitled for any other allowances. For Official tour and travel, Manager shall be entitled for expenses at the level of Manager of the Bank. No other facility will be provided by the Bank.

**4. LEAVE:**

Manager 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; RILES & RESPONSIBILITIES:-**

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

**I. Manager (Administration & Establishment) :-**

- a. Manager 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, fund management, Investment, introduction of technology and other things.
- b. Out of 04 posts of Manager, one post is for Diu Region and rest all posts are for Daman Region.
- c. Manager 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.
  - Guidelines and or procedure on Fund Management and procedures, Govt. Securities Investment, Cash Management.
  - Streamlining functionary of H. O. and branches.

**II. Manager (Finance):-**

The official shall be responsible to guide, advice, manage and streamline Investment decision and shall also be responsible to get maximum returns from various strategy and non-statutory investment by the Bank.

**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 20.09.2021.** No application shall be entitled beyond the stipulated date. Incomplete applications will be rejected.

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

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

**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) In case of any doubt/clarification please contact below:

General Manager (Administration)

The Daman & Diu State Co-op Bank Ltd.,

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Head Office : H.NO. 14/54,

1<sup>st</sup> Floor, Dilip Nagar,

Nani Daman-396210.

Phone : 9824115885.

E-mail: adm@3dcoopbank.in

**ANNEXURE - A****APPLICATION FOR THE POST OF MANAGER ON CONTRACT**

To,  
 General Manager (Administration),  
 The Daman & Diu State Co-op Bank Ltd.,  
 Head Office : H.NO. 14/54,  
 1<sup>st</sup> 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.

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 31.07.2021:	
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 DNH/Daman/Diu	
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	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 200 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.