



**The Daman & Diu State Co-operative Bank Ltd.**

**H. O. : H. No. 14/54, 1<sup>st</sup> Floor, Dilipnagar, Nani Daman- 396 210.**

The Daman & Diu State Co-operative Bank Ltd. having 9 Branches in Daman and Diu with Business of more than 600 Crores. The Bank invites applications from ideal, result oriented and knowledgeable candidates able to handle the Banking operations independently and fulfil fit and proper criteria of RBI for the post of Managing Director (MD) on or before 30.09.2022. For more details, kindly refer Bank Profile and Annexure-A on our website <https://3dcoopbank.in>

Sd/-

General Manager (Administration)



## Appendix II

Name of Bank :

### Declaration- cum-Undertaking by CEO / Member of Board of Management

(Refer DoR (PCB).BPD.Cir No.8/12.05.002/2019-20 dated December 31,2019 with enclosures as appropriate in Annex II list)

I.	<b>Personal details</b>		
	a.	Full Name	
	b.	Date of Birth	
	c.	Educational Qualifications	
	d.	Work Experience	
	e.	Permanent Address	
	f.	Present Address	
	g.	E-mail Address & Telephone/ Mobile Number	
	h.	Permanent Account Number under the Income Tax Act	
	i.	Any other information relevant to the appointment	
II	<b>Relevant Relationships of candidate</b>		
	a.	List of Relatives, if any, who are connected with the Bank	
	b.	List of entities if any in which he / she is considered as being interested	
	c.	Name of Bank in which he / she is or has been a member of the board (giving details of period during which such office was held)	
	d.	Fund and non-fund facilities, if any, presently availed of by him / her and / or by entities listed in II (b) above from the bank	
	f.	Cases, if any, where the candidate or entities listed in II (b) above are in default or have been in default in the past in respect of credit facilities obtained from the bank or any other bank.	
III	<b>Records of professional achievements</b>		
	a.	Relevant professional achievements	
IV.	<b>Proceedings, if any, against the candidate</b>		
	a.	If the candidate is a member of a professional association / body, details of disciplinary action, if any, pending or commenced or resulting in conviction in the past against him / her or whether he / she has been banned from entry of at any profession / occupation at any time.	
	b.	Details of prosecution, if any, pending or commenced or resulting in conviction in the past against the candidate and / or against any of the entities listed in II (b) above for violation of economic laws and regulations	



	c.	Details of criminal prosecution, if any, pending or commenced or resulting in conviction in the past against the candidate	
	d.	Has the candidate or any of the entities at II (b) above been subject to any investigation at the instance of any Government department or agency?	
	e.	Has the candidate at any time been found guilty of violation of rules / regulations / legislative requirements by customs / excise / income tax / foreign exchange / other revenue authorities, if so give particulars	
	f.	<p>Whether the candidate or any of the entities listed at II (b) above have at any time come to the adverse notice of a regulator such as SEBI, IRDA, DCA, RCS, ICAI, etc.</p> <p>(Though it shall not be necessary for a candidate to mention in the column about orders and findings made by regulators which have been later on reversed / set aside in toto, it would be necessary to make a mention of the same, in case the reversal / setting aside is on technical reasons like limitation or lack of jurisdiction, etc, and not on merit. If the order of the regulator is temporarily stayed and the appellate / court proceedings are pending, the same also should be mentioned).</p>	
V.	Any other explanation / information in regard to items I to III and other information considered relevant for 'fit and proper' judgment.		
<b>Undertaking</b>			
<p>I confirm that the above information is complete and true to the best of my knowledge and belief. I undertake to keep the bank fully informed, as soon as possible, of all events which take place subsequent to my appointment which are relevant to the information provided above.</p> <p>I also undertake to execute the deed of covenant required to be executed by all directors of the bank.</p>			
<p style="text-align: right;">Signature of Candidate</p>			
<p><b>Place :</b></p> <p><b>Date :</b></p>			
VI.	<b>Remarks of BoD</b>		
Name & Signature of the authorised official of the bank			
Place :			
Date :			

## 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 <b>Perks and facilities to Managing Director and CEO</b></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% &amp; 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><b>QUALIFICATION:-</b></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><b>EXPERIENCE:-</b></p> <p>The person should have at least 8 years work experience at Middle/Senior level in the Banking sector.</p> <p><b>EXPECTED SKILLS:-</b></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 through 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,  
1<sup>st</sup> 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,  
1<sup>st</sup> 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,  
 1<sup>st</sup> 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.