

Recruitment of Assistant (General) & Driver Cum Assistant on probation.**Important: LAST DATE OF RECEIPT OF APPLICATIONS – 11.04.2023 up to 5:00 p.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 suitable candidates for the post of **Assistant & Driver Cum Assistant** details given below:

1. AGE, QUALIFICATION & EXPERIENCE (As on 31.01.2023.)

Sr. No.	Name of the Post	Tentative Number of vacant posts	Age	Eligibility
1.	Assistant (General) Basic Pay of Rs. 16,000/- p.m. plus D. A. and H.R.A. with all eligible benefits as per rules. (Total Gross Salary Rs. 20,160/- Approx).	01	21 to 28 Years	1. Minimum 12 th Std. pass. 2. Desirable CCC plus from NIELIT or any recognised Institute.
2.	Driver cum Assistant Basic Pay of Rs. 16,000/- p.m. plus D. A. and H.R.A. with all eligible benefits as per rules. (Total Gross Salary Rs. 20,160/- Approx).	02	21 to 28 Years	1. Minimum 12 th Std. pass 2. Desirable CCC plus from NIELIT or any recognised Institute 3. Having valid HMV license.

GENERAL TERMS & CONDITIONS:

- In case of non-satisfactory service or disciplinary issues or issues involving Personal turpitude, the employee shall be terminated without any notice or formalities.
- If selected candidate resigns or leave the job before completion of probation period, 3 month's salary shall be recovered as administrative expenses from him / her.
- The selected candidate is liable to be posted anywhere in U.T. of Dadra Nagar Haveli, Daman, Diu or wherever Head Office/ Branches of the Bank are located
- Number of posts may vary as per requirement and future vacancy in the Bank.

SELECTION PROCEDURE:

- The eligible candidates will be called for examination and personal interaction and the decision of the bank in tis regards shall be final.
- Good presentation skill, strong written and Personal communication skill will be an additional factor to be kept in view while selecting the candidates.
- The recruitment of Assistant and Driver cum Assistant shall be purely on qualification, written test and Personal interview performance.

Bachelor or Graduate in Commerce, or Economics or Staticstic or Mathematics only as main subject	valid Heavy Motor Vehicle (HMTV) Driving Licence	First class in Bachelor on Master degree or in SGPA/ CGPA First Class C – 7 out of 10	LLB., M.B.A., B.C.A., B.Tech., M.C.A., C.A., C.S., CPA, B.Sc. in Information Technology or M.Com., M.A. (Economics), or Master Degree in Statistics of Mathematics	Completed 10th, 12th Schooling from U.T. of DNH & DD or Domicile Certificate	National level Sport player, N.C.C., "C" certificate with atleast "B" Grade
20	10	10	20	20	20

- The above criteria are for screening only and has no weightage on final marks on selection.
- The candidate has to be secure at least 50% marks in written examination to be called for Personal interview.
- Merit list will be prepared based on the performance of the candidates based on personal Interview.
- For Driver, the Driving test of "H" is to be conducted compulsorily and only on clearance of "H", the candidate is eligible to appear for further test or interview.

SUBMISSION OF APPLICATION:

Applicants have to submit their applications with relevant documents in the given format **(ANNEXURE -A)**

Last date for receipt of application is 11.04.2023 up to 5:00 p.m. No application shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, **Superscribing "Application for the post of _____"**

(Name of the post) and send it to below stated address:

The 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) Application to be filled by the candidate in Capital letters by **Hand in Blue ink only.**
- b) While applying for the post, the applicant should ensure that he/ she completely fulfills 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 or service 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 shall 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.
- c) 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 all the rights to fill or not to fill the above advertised position without assigning any reason thereof.
- d) If any candidate is applying for more than one post, then he/she has to submit separate application for each post.
- e) 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.
- f) Probation period of 2 Years of the candidate will be confirmed on successful production of (i) "CCC" Certificate from NIELIT recognised center. (ii) Certificate course in Microsoft Excel (Advance) (iii) Any of following two certificate courses from IIBF: -
 - (1) AML/KYC
 - (2) Basics of Banking
 - (3) Digital Banking
 - (4) Ethics in Banking
 - (5) Business Correspondents/Facilitators
 - (6) Information System Banker

In case, a candidate fails to complete any of the Courses during the probationary period, his/her services will be terminated without notice.

- g) No TA/DA will be payable for appearing in the interview.
- h) 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
Mobile: 9824115885.
E-mail: adm@3dcoopbank.in

APPLICATION FOR THE POST OF ASSISTANT, DRIVER CUM ASSISTANT

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 the Photograph

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)
 Assistant, Driver cum Assistant.

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 01.06.2022:	
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.				

(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			
16.	Specific experience of working if any:						
17.	a. Details of Present Employment:						
	b. Organization						
	c. Full Address:						
	d. Position:						

18.	Give Brief details above yourself covering family, education, extra-curriculum, hobbies, etc.: -
-- Attach separate sheet as Annexure-B. Not More than 300 words under own hand writing. --	
19.	Any special achievements with respect to the applied post and working experience: -
-- Attach separate sheet as Annexure-C. Not More than 100 words under own hand writing. --	

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 attested copies)

1. Aadhar Card.
2. PAN Card.
3. Birth Certificate
4. School Leaving Certificate.
5. Educational Qualifications.
6. Experience Certificates