

Recruitment of Chief General Manager (CGM) on Probation.**Important: LAST DATE OF RECEIPT OF APPLICATIONS – 11.04.2023 up to 5:00 p.m.****BANK PROFILE:**

The Daman & Diu State Co-op Bank Ltd., having Head office at Daman, is looking for suitable candidate for the post of 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, QUALIFICATION & EXPERIENCE (As on 31.01.2023.)

| Sr. No. | Name of the Post | Age | Eligibility |
|----------------|---|----------------|---|
| 1 | <p>Chief General Manager (CGM)</p> <p>The started Basic pay shall be Rs. 1,10,000/- p.m. plus allowances. (Total Gross salary Rs. 1,71,345/- Approx including Perks and facilities)</p> | 30 to 45 Years | <p>QUALIFICATION: -</p> <p>1. Graduate/Post Graduate in any discipline preferably with Junior Associate of the Indian Institute of the Bankers (JAIIB), or Certified Associate of Indian Institute of Bankers (CAIIB), or Diploma in Banking and Finance (DBF) from Indian Institute of Banking & Finance (IIBF) and Finance/Diploma in Cooperative Business Management or equivalent qualification, OR</p> <p>2. Chartered Accountant/Cost Accountant/MBA (Finance).</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: -The candidate must be well versed with the latest trend and technology in banking sector and regulatory compliance.</p> <p>1. Knowledge of Computers.</p> <p>2. Excellent writing, speaking and communication skill in English, Hindi and Gujarati.</p> |

PAY AND ALLOWANCES:

- a) Dearness Allowance at 21% as on date and shall be changed as per Ministry of Finance, Government of India from time to time.
- b) **Other Perks and facilities eligible for the post of CGM**
 - i) Reimbursement of telephone bills upto Rs.1,500/- p.m. subject to production of bills.
 - ii) Bank shall provide suitable well-furnished accommodation and in case not provided, CGM shall be eligible to receive HRA @ 15%.
 - iii) Reimbursement of Petrol / Diesel up to 100 liters per month of own car.
 - iv) Reimbursement of News Papers, Magazines and periodicals subscription up to Rs.2,000/- per month.
 - v) Reimbursement of per month for one driver or servant charges at the rate of unskilled wages notified by local authority or Labour department.
- c) Eligibility of Chief General Manager (CGM) for Daily allowance, travelling allowance and Halting allowance shall be as per para 3(G) of the Settlement.

2. GENERAL TERMS & CONDITIONS:

- In case of non-satisfactory service or disciplinary issues or issues involving moral 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 candidates are liable to be posted in U. T. of Dadra Nagar Haveli, Daman, Head Office of the Bank are located.

3. JOB PROFILE, ROLES & RESPONSIBILITIES:-

- Good presentation skill and strong written and oral communication skills. CGM shall discharge all functions of the Bank relating to its business, Operation, Treasury Management, Branch Control, Internal Checks & Control, Management. Regulation, Compliance, Vigilance Cell, IT and Cyber Security, formation and maintenance of books of account of the Bank, final accounts, audit and inspection.
- Risk Management, preparation of Agenda and proceedings of the meetings etc. and any other works as may be assigned to him/her by the Managing Director and Administrator/Board.

- 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 of Cooperative Societies.
- The Candidate should have strong analytical skill with thorough and excellent working knowledge of computers and information technology.

SELECTION PROCEDURE:

The eligible candidates will be called for personal interaction and the decision of the Bank in his / her regard shall be final.

4. SUBMISSION OF APPLICATION:

Applicants have to submit their applications 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 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:

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.

E-mail: adm@3dcoopbank.in,

Web Site: <https://3dcoopbank.in>.

5. 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 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.
- 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 the right to fill or not to fill the above advertised position without assigning any reason thereof.
- d) 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.
- e) No TA/DA will be payable for appearing in the interview.
- f) Interview will be arranged only physical mode.
- g) In case of any doubt/clarification please contact below:

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.

Phone : 9824115885.

E-mail: adm@3dcoopbank.in

Web Site: <https://3dcoopbank.in>

APPLICATION FOR THE POST OF CHIEF GENERAL MANAGER (CGM) ON PROBATION.

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.

| | | |
|----|--|--|
| 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 31.01.2023: | |
| 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.)0 | |
| 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 Organisation/ institution/ Company | Designation | Duration | | Responsibility | Pay Scale | Extra Ordinary Achievements |
| | | | From | To | | | |
| | | | | | | | |
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| | | | | | | | |
| 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 details above yourself covering family, education, extra-curriculum, hobbies, etc.: - | |
| -- Attach separate sheet as Annexure-B. Not More than 1000 words under own hand writing. -- | | |
| 20. | Any special achievements with respect to the applied post and working experience: - | |
| -- Attach separate sheet as Annexure-C. Not More than 200 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. 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 attested copies)

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