

**Recruitment of Selection Grade (General Manager) on Probation.****Important: LAST DATE OF RECEIPT OF APPLICATIONS –03.10.2023 up to 5:00 p.m.****BANK PROFILE:**

The Daman & Diu State Co-op Bank Ltd., having its Head office at Daman and area of operation in the entire Union Territory of Dadra Nagar Haveli and Daman & Diu and branches at Daman and Diu districts, is looking for suitable candidates for the Post of **Selection Grade (General Manager)** as per details given below:

The details are as below:

**1. AGE, OUALIFICATION & EXPERIENCE (Age as on 01.09.2023.)**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Age</b>	<b>Eligibility</b>
1	<p>Selection Grade (General Manager)</p> <p>The started Basic pay shall be Rs. 81,100/- p.m. plus allowances. (Total Gross salary Rs. 1,13,540/- Approx including Perks and facilities)</p>	25 to 35 Years	<p><b>QUALIFICATION: -</b></p> <p>1. Graduate / Post Graduate in any discipline preferably with Diploma in Banking and Finance /Diploma in Cooperative Business Management or equivalent qualification,</p> <p style="text-align: center;">OR</p> <p>2. Chartered Accountant/ Cost Accountant/ MBA (Finance).</p> <p><b>EXPERIENCE: -</b></p> <p>The person should have at least 5 years work experience at Middle/Senior level in the Banking sector.</p> <p><b>EXPECTED SKILLS: -</b></p> <p>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>

**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.

**2. JOB PROFILE; ROLES & RESPONSIBILITIES:-**

- Good presentation skill and strong written and oral communication skills.
- GM 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 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.

**SUBMISSION OF APPLICATION:**

Applicants have to submit their applications in the given format (ANNEXURE – A)

**Last date for receipt of application is 03.10.2023 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 Selection Grade (General 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.

**E-mail:** [adm@3dcoopbank.in](mailto:adm@3dcoopbank.in), **Web Site:** <https://3dcoopbank.in>.

**3. 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:

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

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

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**ANNEXURE – A****APPLICATION FOR THE POST OF SELECTION GRADE (GENERAL MANAGER)**

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.

Application for the post of: - Selection Grade (General Manager).

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 01.09.2023:	
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.																																								
11.	Domicile of																																								
12.	Marital Status:																																								
13.	Father's/ Husband's Name:																																								
14.	Education Qualification																																								
<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Qualification/Certification</th> <th>Board / University</th> <th>Year of Passing</th> <th>Percentage/ Final Result.</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							Sr. No.	Qualification/Certification	Board / University	Year of Passing	Percentage/ Final Result.	1.					2.					3.					4.					5.					6.				
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(Copies of all educational qualifications are to be attached).																																									
15.	Experience -																																								
Sr. No.	Name of Bank/ Organisation/ institution/ 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 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