

Recruitment of Officer Grade II (Banking Operations) 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 Head office at Daman and branches at Daman & Diu districts, is looking for suitable candidates for the **Post of Officer in Grade II (Banking Operations)** as per details given below:

1. AGE, QUALIFICATION & EXPERIENCE (As on 01.09.2023.)

Sr. No.	Name of the Post	Tentative Number of vacant posts	Age	Eligibility
1.	Officer in Grade II Basic Pay of Rs. 42000/- p.m. plus, D. A. and H.R.A. with all eligible benefits as per rules. (Total Gross Salary Rs. 57225/- Approx)	04	25 to 35 years	1. Any Bachelor/Masters degree holder in any discipline from recognised University and institute. 2. Minimum three years work experience in Bank branch operations at any level or minimum of 4 years of experience at any level in Non-Banking Financial Companies (NBFCs). 3. Having professional qualification in Finance/ Management etc. or IIBF and JAIB will be an added advantage.

2. GENERAL TERMS & CONDITIONS:

- Candidates having work experience of minimum 4 years of service in any bank in handling day-to-day banking operations or in any of the offices of Union Territory Administration may get relaxation in Age limit criteria upto four years and will be considered as eligible to apply for the above post.
- In case of non-satisfactory service or disciplinary issues or issues involving moral turpitude, the services of selected candidates shall be terminated without any notice or formalities.
- If selected candidate resigns or leave the job before completion of probation period, 3 months' salary shall be recovered towards administrative cost from him / her.
- The selected candidates are 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 vacancies in the Bank.

3. SELECTION PROCEDURE:

- The eligible candidates will be called for examination and personal interaction and the decision of the Bank in this regard shall be final.
- Good presentation skill, strong written and oral communication skill will be an additional factor to be kept in view while selecting the candidates.
- The candidate has to be secure at least 50% marks in written examination to be called for interview.
- The Final merit list of the eligible candidates will be prepared based on the performance in Written Test and in the Personal Interview.

4. 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 03.10.2023. No application shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Superscribing "**Application for the post of Officer in Grade II (Banking Operations)**" and **send** it to the address given 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.

E-mail: adm@3dcoopbank.in,

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

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 suppressed any material fact(s), his/ her candidature shall automatically stands 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) Mere submission of application against the advertisement and apparently fulfilling the eligibility 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 submitted of (i) Certificate course in Microsoft Excel (Advance) (ii) Any of following three certificate courses from IIBF: -
 1. Certificate Examination in Prevention of Cyber Crimes and Fraud Management.
 2. Risk in Financial Services.
 3. Certificate Course in Foreign Exchange.
 4. Certificate Examination in It Security.
 5. Certificate Examination in Microfinance.
 6. Certificate Examination for Small Finance Banks.
 7. Certificate Course in Ethics in Banking.

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 written and oral interview.
- h) In case of any doubt/clarification please contact:

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
Mobile: 9824115885.
E-mail: adm@3dcoopbank.in

**APPLICATION FOR THE POST OF OFFICER IN GRADE II (BANKING
OPERATIONS)**

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.

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 01.09.2023:	
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.	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/ Organisation/ institution/ Company	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:	
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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 my 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