

Recruitment of Manager on Contract basis.

Important: LAST DATE OF RECEIPT OF APPLICATIONS –13.07.2020.

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 **Retired Manager of Scheduled Commercial Bank/Nationalized** having experience of working in banking.

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE (As on 30.06.2020.)

Sr. No.	Name of the Post	Age	Eligibility
1.	Manager	Less than 65 years)	<ul style="list-style-type: none">➤ The applicant should be graduate from a recognized university➤ Manager from a Scheduled Commercial Bank/ Nationalized Bank➤ He should have minimum Twenty years experience of working as a Manager .➤ Weightage will be given for his/ her experience of working in the Rural/ Semi Urban Branches in various capacities i.e. Branch Manager/ Field Officer.➤ He should have retired .

2. CONTRACT PERIOD:

The candidate shall be appointed on Contract Basis initially for a period of **One year** and extendable up to Five years or 65 years of age whichever is earlier on satisfactory performance and the Contract may be terminated by either side by giving one month notice.

3. CONTRACT AMOUNT:

Contract amount shall be Rs.65,000/- p.m. He shall not be entitled for any other allowances. For Official tour and travel, Manager shall be entitled for expenses at the level of Manager of the Bank. No other facility will be provided by the Bank.

4. LEAVE:

Manager shall be eligible for a total of 15 days leave per year, out of which not more than 4 can be taken at a time. His/ Her working hours shall be the normal hours of bank's working as applicable on all days except Sundays and holidays declared under N.I. Act. Balance of the leave shall not be allowed to be carried over to the next year.

5. JOB PROFILE:

Manager shall be reporting directly to the Administrator/General Manager of the Bank and shall be the focal point for new initiative, like Loan /disbursement/Inspection Policy, fund management, introduction of technology and other things.

6.ROLE & RESPONSIBILITIES:

Manager would be responsible for advice and recommendations on :

- Framing of policies/guidelines on disbursement, recovery, record management, employee, service condition, etc.
- Introduction and effective usage of technology.
- Fund Management and procedures.
- Streaming of branches and its functioning, cash management.

7.SELECTION PROCEDURE:

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

8.SUBMISSION OF APPLICATION:

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

Last date for receipt of application is 13.07.2020. No application shall be entitled beyond the stipulated date. Incomplete applications will be rejected.

Address the application, **Superscribing “Application for the post of 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,
1st Floor, Dilip Nagar,
Nani Daman-396210**

9.GENERAL INSTRUCTIONS:

- a) While applying for the post, the applicant should ensure that he/ she 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 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 contractual appointment is liable to be terminated without any notice.
- b) 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.
- c) 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.
- d) In case of any doubt/clarification please contact below:

Name: Devang Desai

Designation: General Manager

Phone : 9824115885.

E-mail: 3dcoopbank@gmail.com

ANNEXURE – A

APPLICATION FOR THE POST OF MANAGER ON CONTRACT

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

Recent
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Please Sign across
the Photograph

With reference to your advertisement on Bank's website dated. 29.06.2020 , I submit my application in prescribed format.

1.	Name (in full):	
2.	Address for Correspondence:	
3.	If Person with Disability:	
	Type of Disability:	
	Percentage of Disability:	
4.	Date of Birth (As per School leaving Certificate):	
	Age in completed years as on 30.06.2020:	

15.	Retired /VRS/ Superannuation:	
	Date of Retirement:	
	Total Years of Services:	
16.	Specific experience of working if any:	

17.	Details of Present Employment:	
	A. Organization	
	B. Full Address:	
	C. Position:	
	D. Reporting to:	
	E. Salary/ Compensation presently drawn:	
	In Rural/ Semi Urban Branches with Period & Capacity:	

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:

- 1. Aadhar Card.**
- 2. Pan Card.**