

**THE HARYANA STATE COOPERATIVE APEX BANK LTD.,
CHANDIGARH**

**OPERATIONAL STRATEGY FOR APPOINTMENT OF CEO
IN THE HARYANA STATE COOPERATIVE APEX BANK LTD**

- =====
1. **Eligibility:** The person should be a citizen of India.
 2. **Age:** The person may preferably not be above 55 years of age at the time of appointment.
 3. **Qualification:-**
 - a. Graduate with CAIIB/DBF/Diploma in Cooperative Business Management or equivalent qualification; or
 - b. Chartered/Cost Accountant; or
 - c. Post graduate in any discipline.
 4. **Experience:-**

The person shall have at least 8 (Eight) years' work experience at the middle/senior level in the banking sector. Senior/middle level for the purpose shall be taken as the third level (scale/cadre) onwards (i.e excluding the first two levels (scales/cadres) in the officer cadre), or as the highest two levels (scales/cadres) below the level of CEO.
 5. Person should have good communication skill and administrative capabilities
 6. **Preference:** Preference will be given to the candidates who have higher qualifications and experience.
 7. **Pay and Emoluments**
 - (A) **In case of Deputation:-**
 - Pay-scale**
 - i) **Pay:** Person will get the pay in the pay-scale as he/she is drawing in his/her parent Bank/ financial institution/ department. Special pay of Rs. 10000/- per month may also be considered.
 - ii) **Dearness & other allowances:** Person shall be entitled to Dearness Allowance, House Rent Allowance as per Haryana Govt. rates or as per the rates he/she is entitled in his/her parent Bank/ Financial Institution/ department.
 - iii) **LTC & Medical facility:** As per Haryana Government Rules/ instructions applicable to Managing Director of HARCOBANK or as per his/her entitlement in his/her parent Bank / Financial Institution /Department.
 - (v) **Residential Facility:-** Actual rent or up to Rs. 20000/- per month

whichever is less

- (vi) **Travelling Allowance & Daily Allowance:** As per Haryana Government Rules/ instructions applicable to M.D of Harco Bank or as applicable in his/ her parent organization.
- (vi) **GPF/EPF & Family pension contribution:** As per rates and terms & conditions fixed by the Parent Bank/ Department/ Financial Institution from time to time.
- (vii) **Leave salary, Gratuity, Administrative charges on Provident Fund Pension Contribution etc.:** As per rates and terms & conditions fixed by the parent bank/ Financial Institution/ department.
- (viii) **Telephone Facility:-** Person shall get telephone facility with internet at his/her residence subject to maximum of Rs. 5000/- per month if not provided by the bank.
- (ix) **Disciplinary action:** On the request of current employer, he/she will be subject to disciplinary action to be taken by the parent Bank/ Financial Institution/ Department.
- (x) **DECLARATION:** The person to be appointed as CEO shall submit a declaration in the form of affidavit that no major penalty was awarded and no disciplinary action/criminal case in any court is pending against him/her.
- (xi) **No Objection Certificate/Conduct Certificate:** The person to be appointed as CEO should submit No Objection Certificate from his/her employers at the time of joining.
- (xii) **Period of appointment:** The period of appointment shall be initially for one year that may be extendable up to 3 years by the State Govt. on the recommendation of review Committee (consisting of, Chairman Harco Bank, RCS Haryana & CGM NABARD, R.O. Haryana) constituted for this purpose keeping in view of his/her performance on yearly basis. Continuation of service will depend on the performance which will be reviewed by the said committee on annual basis.

(B) In case of Contract

- (i) **Salary:** Person will get fixed salary of Rs.1,50,000/- p.m. inclusive of Dearness Allowance
- (ii) **LTC/ Medical Facility:** As per Haryana Govt. rules/instructions applicable to MD Harco Bank.
- (iii) **Residential Facility:** Actual rent or upto Rs.20000/- p.m. whichever is less.

- (iv) **Travelling Allowance:** As per Haryana Govt. rules (as applicable to MD HARCO BANK).
 - (v) **Daily Allowance:** As per Haryana Govt. rules (as applicable to MD HARCOBANK).
 - (vi) **EPF contribution:** EPF contribution shall be @ 12% of fixed salary or as applicable in case of MD HARCOBANK).
 - (vii) **Telephone facility:** Person shall get telephone facility with internet at his/her residence subject to maximum of Rs.5000/- per month, if not provided by the bank.
 - (viii) **Declaration:-** The person to be appointed as CEO shall submit a declaration in the form of affidavit that no major penalty was awarded or any disciplinary action/criminal case in any court is pending against him/her.

 - (xiii) **Period of appointment:** The period of appointment shall be initially for one year that may be extendable up to 3 years by the State Govt. on the recommendation of review Committee (consisting of, Chairman Harco Bank, RCS Haryana & CGM NABARD, R.O. Haryana) constituted for this purpose keeping in view of his/her performance on yearly basis. Continuation of service will depend on the performance which will be reviewed by the said committee on annual basis.
 - (ix) **Probation:** The person appointed on contract basis shall be on probation for one year. His/her continuation as CEO shall be reviewed by the Review Committee after completion of one year.
 - (x) **Antecedent:** Selection of the person as CEO shall be subject to verification of his/her antecedent by the police of concerned district except in the case of Officers on Deputation from Apex Bank.
8. **Screening:** Screening of the application form shall be conducted by a Committee consisting of ACS Cooperation, RCS Haryana, Chairman HARCO Bank & CGM NABARD, R.O. Haryana
9. **Interview/Selection Committee:-** ACS Cooperation, RCS Haryana, Chairman HARCO Bank, & CGM NABARD, RO Haryana.
10. The Application complete in all respect mentioning "Application for the post of Chief Executive Officer of Harco Bank" by the registered post/Speed post or sealed envelopes against acknowledgment, along with Demand Draft of Rs.1000/- favouring Managing Director, The Haryana State Cooperative Apex Bank Ltd; Chandigarh, should reach the undersigned on or before 26.06.2023 upto 3.00 P.M.
11. The candidate will submit 'No objection Certificates' (NOC) from his/her employer at the time of joining

The Haryana State Cooperative Apex Bank Ltd., Chandigarh

**Application for the post of Chief Executive Officer in the Haryana State
Cooperative Apex Bank Ltd, Chandigarh**

1. Name
(Capital letters)

2. Father's/Husband's Name

3. Date of Birth
(As on _____ Years _____ Months _____ Days _____)

Recent passport
size photograph

4. (a) Educational qualifications :

Sr. No	Qualification	University/ Boards	Subject	% of Marks Obtained
1				
2				
3				
4				

(b) Professional qualifications

- 1.
- 2.
- 3.

5. (a) Experience :

Sr. No	Name of Banking Institution	Worked as Designation	Period of Employment	
			From	To
1				
2				
3				

(b) Presently working as _____ in _____.

(c) Monthly Gross salary being drawn at present Rs. _____.

6. Permanent Address :

7. Present Postal Address :

E-mail address : _____ Tel. No. : _____
Mobile No. : _____ Aadhar No. : _____
PAN No. : _____

Attach :

- i) Declaration in the form of affidavit that no major penalty was awarded or any disciplinary action is pending against me. That I have not ever been prosecuted, kept under detention or bound down, fined/convicted by a Court of Law for any offence. That no FIR is registered against me or any case is pending against me in any court of Law. (If, Yes, full particulars of the case, detention, fine conviction sentence etc. should be given on a separate sheet duly signed).
- ii) Annexure-‘A’ complete in all respect
- iii) No Objection Certificate from present employer
- iv) Work and Conduct Certificate from present employer
- v) All educational and other testimonials should be supported by self attested proof

DECLARATION

I hereby declare that all statements made in this application are true and complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after interview, my candidature will stand cancelled and all my claims of the recruitment will stand forfeited.

Place.....
Date

(Signature of the Candidate)
(Full Name) _____

Annexure-‘A’

	Details	
I	Personal details of the candidate	
A	Full name	
B	Date of birth	
C	Educational qualifications	
D	Relevant background & experience including Details of current/previous occupation.	
e	Permanent address	
f	E-mail address/Telephone number	
g	Present address	
h	Permanent Account Number under the Income Tax Act & Name and Address of Income Tax Circle	
I	Record of relevant professional achievements	
J	Relevant knowledge and experience	
k	Any other information relevant for the purpose	
II	Relevant relationships	
a	List of relatives if any who are connected with the bank	
b	List of entities if any in which he/she is considered as interested	
c	Fund and non-fund facilities, if any, presently availed by him/her and/or by Entities listed in ‘b’ above from bank	
d	Cases, if any, where the candidate or entities listed in ‘b’ above are in default or have been in default in the last five years in respect of credit facilities obtained from the bank or any other bank	
III	Proceedings, if any, against the candidate	
a.	If the candidate is a member of a professional association/body, details of disciplinary action, if any, pending or commenced or resulting in conviction in	

	the past against him/her or whether he/she has been banned from entry into any profession/occupation at any time	
b.	Details of prosecution, if any, pending or commenced or resulting in conviction in the past against the candidate and/or against any of the entities list in II(b) for violation of economic laws and regulations.	
c.	Details of criminal prosecution, if any, pending or commenced or resulting in conviction in the last five years against the candidate	
d.	Has the candidate or any of the entities at II (b) above been subject to any investigation at the instance of Government department or agency?	
e.	Has the candidate at any time been found guilty of violation of rules/regulations/legislative requirements by customs/excise/income tax/foreign exchange/other revenue authorities, if so give particulars.	
IV	Any other explanation/information considered relevant for judging fit and proper.	

Undertaking

I confirm that the above information is to the best of my knowledge and belief true and complete. I undertake to keep the bank fully informed, as soon as possible, of all events, which take place subsequent to my appointment, which are relevant to the information provided above.

Place :

Date :

Signature