



The Maharashtra State Co-operative Bank Ltd.

(Incorporating The Vidarbha Co-op. Bank Ltd.)

(Scheduled Bank)

Sir Vithaldas Thackersey Smruti Bhavan,
9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai 400001
Ph. +91-22-69801000/1182/1184 Email: hrdm@mscбанк.com
Website: <https://www.mscбанк.com>

Advertisement No.06 / MSC Bank / 2023-2024

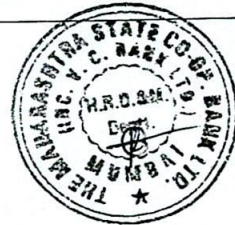
Recruitment of Deputy General Manager and Manager on Contract Basis in The Maharashtra State Co-operative Bank Ltd., Mumbai.

The Maharashtra State Cooperative Bank Ltd., (MSC Bank) Mumbai is an apex cooperative Bank in the Maharashtra State, established in 1911 and is a Scheduled Bank. The Bank is operating through its Head Office at Mumbai, 6 Regional Offices and 57 Branches in Maharashtra. The Bank invites Offline applications from Maharashtra citizens (submission of Domicile certificate of Maharashtra State is compulsory) by Post/Speed Post/Courier only from residents of Maharashtra State for the post of Deputy General Manager and Manager on Contract Basis in senior and middle management cadres respectively.

Candidates fulfilling the prescribed eligibility criteria are requested to apply Offline by downloading Application form **Annexure-1** and **Annexure-2** from the Bank's website <https://www.mscбанк.com/careers> and send it to the Bank along with self-attested photocopies of documents on or before the timeline indicated.

Important Instructions:-

1. Candidates should ensure that they fulfill the eligibility criteria before applying for the posts. The MSC Bank will shortlist eligible candidates and conduct interviews of applying eligible candidates only for the post applied on the basis of the information furnished in the application form and if it is found that any information furnished in the application form is false/incorrect/incomplete or if according to the Bank the candidate does not satisfy the eligibility criteria for the post, his/her candidature shall be cancelled and he/she shall not be allowed to appear for the interview.
2. Mode of application: Candidates are required to go through the Bank's website <https://www.mscбанк.com/careers> Download application form **Annexure-1** and **Annexure-2** and send their filled application form Annexure-1 and Annexure-2 Off-line by Post / Speed Post / Courier. No other mode for submission of the application form shall be allowed. Self-attested photocopies of supporting documents should be enclosed with the application form.
3. Help Facility: In the case candidates face any difficulty in filling up the Application form, or have any queries they can contact on Telephone No. 022-69801182/84/86.



Detailed Advertisement -

The Maharashtra State Co-operative Bank Limited is inviting applications for recruitment of **Deputy General Manager & Manager** posts on contract basis for the initial period of 1 year through interview as follows.

A. Post wise Details & No. of Post :

Sr. No.	Post	No. of Posts	Nature of Engagement	Maximum Age limit (in Years)	Selection Procedure	Place of Posting
1	Deputy General Manager	02	Contract	59	Screening of Application, Shortlisting for Interview/ discussion process.	Head Office, Mumbai or any other offices as per Banks requirement.
2	Manager	09	Contract	59		

B. Cut-off date for Eligibility Criteria and other details :

Age, Qualification, Experience etc. as of dt. 01.12.2023 for Deputy General Manager & Manager.

C. Enclosures to be sent along with Application :

Photocopies of i) Proof of Date of Birth, ii) Educational Certificates/Mark-sheets, iii) Experience Certificates (containing area, organizations and period of service), iv) copies of relevant published work / research papers, if any.

D. The eligibility & other terms of agreement are furnished as under :

01. Deputy General Manager on Contract Basis-

1	Post	Deputy General Manager (DGM).
2	No. of Post	02
3	Qualification	Graduate degree or equivalent thereto from a recognized University in any discipline with minimum II Class. Additional Qualification such as JAIIB/ CAIIB shall be preferred.
4	Experience	1. Total experience in Co-operative Banking sector should be at least 15 years at a Senior Management level in the State Co-Operative Bank/District Central Co-op. Bank/Urban Bank. 2. Candidates should have knowledge of Agriculture and Non-Agriculture Financing, Appraisal, Risk Analysis, Loan Sanctioning & disbursement, Internal Checks and Controls, Monitoring and Supervision, Regulatory Guidelines etc. 3. Candidates should be well-versed in advanced banking techniques and be competent in today's competitive banking scenarios and must be well conversant with Information Technology. 4. The candidate is required to work in line with the Bank's Mission & Vision within the Banks policies and guidelines of RBI & NABARD.
5	Remunerations	The remuneration per month will be Rs.90,000 /- consolidated. However, pay compensation shall not be a constraint for deserving candidates.



6	Age	Maximum 59 years as of dt. 01.12.2023 However retired or candidates who have resigned and have adequate experience may apply.
7	Language	Should be proficient in Marathi, English, Hindi languages.
8	Duration of Contract	1. The duration of the agreement will be initially for 1 year. The contract period can be extended for next 2 years, taking into account the work performance the Bank Administration. 2. In case the appointee/employee wishes to terminate the contract before the expiry of the contractual period, both the parties will have to give one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.
9	Leaves	1. 12 days Casual Leave in a year at the rate of 1 CL for every month of service. 2. 15 days Privilege Leave in calendar year with prior approval from Competent Authority & can be availed before the end of calendar year.
10	Outstation official duties	Travelling expenses/Halting allowance and eligibility for stay in hotel while on official duty, outside the Head Quarter, will be applicable as per Bank's T.A.D.A. Rules & Regulations.
11	Reporting Authority	As per the service rules of the Bank.
12	Place of Posting	The position / place of posting of candidate will ordinarily be at the Head Office, Mumbai. However, the Bank reserves right to transfer/post the selected candidate as per its business requirement.
13	Working Hours	Working hours and weekly off / holidays shall be as applicable to the serving employees of the Bank.
14	Terms & Conditions	1. The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Bank and the provisions of PF/Gratuity/Pension etc. are not applicable to this post. 2. No other allowance/payment/benefit/facility from the Bank other than what has been specifically mentioned above, shall be payable.
15	Job Profile	Dy. General Manager is the senior management level officer. Scope of work in this category is to monitor and report all Banking activities to improve the performance and to execute and implement decisions made by the Board and (Bank's senior) management from time to time.
16	Selection Process	Bank will short list eligible candidates through interviews.



02. Manager on Contract Basis :

1	Post	Manager.
2	No. of Post	09
3	Qualification	Graduate degree or equivalent thereto from a recognized University in any discipline with minimum II Class. Additional Qualification such as JAIIB/ CAIIB shall be preferred.
4	Experience	1.Total experience in Co-operative Banking sector should be at least 12 years at a middle management level in The State Co-Operative Bank/District Central Co-op. Bank/Urban Bank.
5	Remunerations	The remuneration / pay compensation per month will be : Rs.68,000/- consolidated. However, pay scale shall not be a constraint for deserving candidates.
6	Age	Maximum 59 years as of dt. 01.12.2023 However retired or candidate who have resigned and have adequate experience may apply.
7	Language	Should be proficient in Marathi, English and Hindi languages.
8	Duration of Contract	1. The duration of the agreement will be initially for 1 year. The contract period can be extended for next 2 years, taking into account the work performance by the Bank Administration. 2. In case the appointee/employee wishes to terminate the contract before the expiry of the contractual period, both the parties will have to give one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.
9	Leaves	1. 12 days Casual Leave in a year at the rate of 1 CL for every month of service. 2. 15 days Privilege Leave in calendar year with prior approval from Competent Authority & can be availed before the end of calendar year.
10	Outstation official duties	Travelling expenses/Halting allowance and eligibility for stay in hotel while on official duty, outside the Head Quarter, will be applicable as per Bank's T.A.D.A. Rules & Regulations.
11	Reporting Authority	As per the service rules of the Bank.
12	Place of Posting	The position / place of posting of candidate will ordinarily be at the Head Office, Mumbai. However, the Bank reserves right to transfer/post the selected candidate as per its business requirement.
13	Working Hours	Working hours and weekly off / holidays shall be as applicable to the serving employees of the Bank.
14	Terms & Conditions	1. The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Bank and the provisions of PF/Gratuity/Pension etc. are not applicable to this



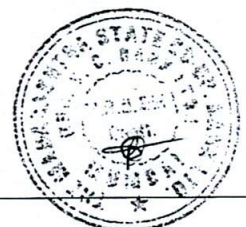
		post. 2. No other allowance/payment/benefit/facility from the Bank other than what has been specifically mentioned above, shall be payable.
15	Job Profile	1. Manager is the middle management level officer. Scope of work in this category is to manage the work of banking staff and to supervise the performance of Bank branches and expected to perform the tasks assigned by the Bank management from time to time. 2. To manage the execution and implementation of the tasks assigned by the Bank management from time to time.
16	Selection Process	Bank will short list eligible candidates through interviews.

E. Submission of Application Form: Application form should be submitted in sealed envelope mentioning "Application for the post of Deputy General Manager / Manager".

To,
The Deputy General Manager,
HRD&M Department,
The Maharashtra State Co-operative Bank Ltd., Mumbai,
Sir Vithaldas Thackersey Smruti Bhavan,
9, Maharashtra Chamber of Commerce Lane,
Fort, Mumbai – 400 001.

NOTE :

1. The application should reach the Bank on or before dt. 27.12.2023 upto 5.15 p.m.
2. The incomplete applications and all those received after dt. 27.12.2023 at 5.15 p.m. either by post or otherwise shall not be entertained.
3. Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of or for any reason.
4. The information provided by the candidate in the application form will be verified with his/her original testimonials and in case any of the information is found incorrect at any stage his/her candidature shall be cancelled.
5. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
6. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such posts in the Bank, in force at the time of joining the Bank.



7. Decisions of Bank in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the Bank in this regard.
8. No Travelling allowance is payable to candidates who are called for interview.
9. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall be considered as disqualification.
10. Please note that the Corrigendum, if any issued on the above advertisement will be published on the Bank's website (<https://www.msrbank.com/careers>) only.
11. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.

Disclaimer:

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/ false information or has suppressed any material fact(s), his/her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. Bank reserves all rights pertaining to this recruitment and would be final.

Date : 07.12.2023

Place : Mumbai



Sd/-

(Dilip N. Dighe)
MANAGING DIRECTOR

The Maharashtra State Cooperative Bank Ltd.,
(Incorporating the Vidarbha Cooperative Bank Ltd.)
Scheduled Bank

Affix recent passport sized
photograph and sign
across.
**Do not pin/staple the
photo.**

Application for the post of : -----

1. Full Name :
2. Date of Birth :
3. Gender : Male Female
4. Age as on 01.12.2023 : _____ Years _____ Month
5. Category : _____
6. Residential Address :
.....
.....
Pin Code No.
7. E-mail ID :
8. Telephone No/ :
Mobile No.
9. PAN No. :
10. Aadhar No. :

11. Educational Qualifications :

Qualification	University	Year of Passing	% of Marks

12. Additional / Professional qualification :

Professional Qualification	Year of Passing
JAIIB / CAIIB	
Certification	
Others	

Note- Please enclose self-attested photocopies of relevant qualification certificates along with the application form.

13. Work Experience :

Sr. No.	Employer	Designation	Date of Joining (From)	Date of resignation / exit (To)	Portfolio handled	Level of Management
1						
2						
3						
4						
5						

Note- Please enclose self-attested photocopies of relevant experience certificates along with the application form.

14. Achievements :

Sr. No.	Particulars	Award/Certificate/ Scholarship	Proficiency in Games/Sports	Proficiency in literary work/art/culture

15. Reference of two important Bankers/Professionals / Government officials :

Sr.No.	Particulars	Reference 1	Reference 2
1.	Full Name		
2.	Designation		
3.	Organisation		
4.	Official Address		
5.	Email Id		
6.	Telephone/Mobile No.		
7.	Aadhar / PAN		

16. List of photocopies of self-attested documents enclosed with the application form, Annexure-1 & Annexure-2 .

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

Declaration

I hereby declare that all the above information is true and correct and I will abide by the decisions of the Bank in respect of all matter pertaining to this recruitment.

Signature of Applicant

ANNEXURE- 2

Sr. No	Information	Details / Explanation
1	Whether the applicant has faced any departmental enquiry during his/her service period :- If Yes – a) Nature of allegations – b) Status of enquiry as on date -	Yes / No
2	Whether the applicant during the course of his/her service was detained for more than 24 hours or served notice/s by any Statutory Authority :- If Yes – a) Name of Statutory Authority – b) Reasons for the detention / Notice/s – c) Current Status -	Yes / No
3	Whether the applicant has resigned during his/ her service/s with previous employer/s :- If Yes – Specify the reasons –	Yes / No

I confirmed that above information provided by me is true & complete.

Signature

Name of the Applicant