



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 Post Box No. 472
Email: hrdm@mscbank.com Website: www.mscbank.com

Advertisement No.2 / MSC Bank / 2022-23

RECRUITMENT OF MANAGERS

The Maharashtra State Co-operative Bank Ltd., (MSC Bank) Mumbai, a scheduled Bank is the leading and Apex Cooperative Bank in Maharashtra State, established in 1911. The Bank is operating through its Head Office at Mumbai, 6 Regional Offices and 57 Branches in Maharashtra. The Bank invites Off-line applications by Post / Speed Post / Courier only from residents of Maharashtra State for **the post of Managers in the Bank.**

Candidates fulfilling the prescribed eligibility criteria are requested to apply Offline by downloading Application form **Annexure-1** from the Bank's website <https://www.mscbank.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 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.mscbank.com/careers>. Download application form **Annexure-1** and send their filled application form Annexure-1 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.
4. Candidates who have applied for earlier Advertisement No.3/MSC Bank/2021-22 "Recruitment of Managers" need not apply again.

Detailed advertisement -

The Maharashtra State Co-operative Bank Limited is inviting applications for recruitment of the post of Managers through interview. Interested and eligible candidates are required to download the Application form **Annexure-1** from the Bank's website and send it by Post/ Speed Post / Courier.

A) Designation

Manager, Banking -- 01 Post.

Eligibility criteria for the post are as follows:

1. Educational Qualification :

- Graduate in any discipline with minimum First Class.
- Additional qualifications such as JAIIB/ CAIIB shall be preferred.
- Candidates with Chartered Accountant (CA) qualification shall be preferred.

2. Age Limit : Minimum 40 years and not more than 55 years as on 01.02.2022. Relaxation may be given on the basis of experience.

3. Work Experience:

- Minimum 05 years' experience in the Senior Management or Head of Banking Department or Head of Accounts Department or equivalent in Urban Co-op. Bank/ DCC Bank.
- Total experience in Banking should be at least 15 years.
- Candidates should be well – versed in advance banking techniques and be competent in today's competitive banking scenarios. As well as he / she should have recent Banking knowledge and be conversant with Information Technology.
- The candidate is required to work in line with the Bank's progress by increasing the Bank's business following the policies and guidelines of RBI & NABARD.
- Candidates must have expertise of all sides of banking business.

4. Scope of work :

Manager is the senior management level officer. Scope of work in this category is to manage the work of banking staff and to improve the performance of Bank branches and expected to perform the tasks assigned by the Bank management from time to time.

B) Designation

Manager, DCC Bank Department -- 01 Post.

Eligibility Criteria for the post are as follows:

1. Educational Qualification :

- Graduate in any discipline with minimum First Class.
- Additional qualifications such as JAIB/ CAIB shall be preferred.
- Candidates with Chartered Accountant (CA) qualification shall be preferred.

2. Age Limit : : Minimum 40 years and not more than 55 years as on 01.02.2022. Relaxation may be given on the basis of experience.

3. Experience :

- Minimum 05 years' experience in the senior level management as a Manager or equivalent in District Central Co-op. Bank.
- Total experience in Banking should be at least 15 years.
- Candidates should well – versed in advance banking techniques and be competent in today's competitive banking scenarios. As well as he / she should know recent Banking and be conversant with Information Technology.
- The candidate is required to work in line with the Bank's progress by increasing the Bank's business following the policies and guideline of RBI & NABARD.
- Candidates must have knowledge in co-operative structural finance.

4. Scope of work :

- To manage the work of Central Financing Agencies Department/DCC Bank Department and to improve the performance of Bank and expected to perform as per the tasks assigned by the Bank management from time to time.
- To overseas the financial health of District Central Co-op. Bank for various loan purposes.

C) Designation

Manager, Urban Bank Department -- 01 Post.

Eligibility Criteria for the post are as follows:

1. Educational Qualification :

- Graduate in any discipline with minimum First Class.
- Additional qualifications such as JAIIB/ CAIIB shall be preferred.
- Candidates with Chartered Accountant (CA) qualification shall be preferred.

2. Age Limit : Minimum 40 years and not more than 55 years as on 01.02.2022. Relaxation may be given on the basis of experience.

3. Experience :

- Minimum 05 years' experience in the Senior Management as a Manager or equivalent in Urban Co-op. Bank.
- Total Experience in Banking should be at least 15 years.
- The candidate should well-versed in advance banking techniques and be competent in today's competitive banking scenarios. As well as he / she should have recent Banking knowledge and be conversant with Information Technology.
- Candidate should handle increasing urban banking credit volume business and be conversant with credit appraisal of the aforesaid business.
- Candidate should be thoroughly conversant with RBI & NABARD guidelines.

4. Scope of work :

To manage the work of Urban Bank Department and to improve the performance of bank in Urban Bank's portfolio and expected to perform the tasks assigned by the Bank management from time to time.

Other information :

1. **Emoluments**: Approximately Rs. 85,000/- per month.

2. General conditions:

▪ Languages :

Knowledge of (Marathi / Hindi / English) languages Spoken/Written is essential.

▪ Selection process :

1] Bank will short list eligible candidates then the selection of the candidates in the services of the Bank will be done on the basis of interview.

2] Probation period: Candidates will be appointed on probation for 06 months and then will be confirmed on attaining satisfactory performance appraisal report.

How to Apply :

Bank's official website is: <https://www.msccbank.com/careers>

Candidates are required go through the website www.msccbank.com. Download the application form **Annexure-1**. The applicants are required to submit only single application in the format specified in **Annexure-1** by post. **Self-attested photocopies of supporting documents should be enclosed with the application form.**

All candidates are required to submit an undertaking in the application that they have informed in writing to their Head of Office/Department that they have applied for the post of Manager (Banking Department /DCC Bank Department/Urban Banking Department) in the MSC Bank. Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for/appearing at the interview, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their employer.

NOTE:

The candidates applying for the posts should ensure that they fulfil all the eligibility conditions. If on verification at any time before or after the Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature for the interview will be cancelled by the Board. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Board. A candidate who is or has been declared by the Board to be guilty of

Obtaining support for his/her candidature by the following means, namely:

- a. Offering illegal gratification to, or
- b. Applying pressure on, or
- c. Blackmailing, or threatening blackmail any person connected with the conduct of the selection process, or
- d. Impersonating, or
- e. Procuring impersonation by any person, or
- f. Submitting fabricated documents or documents which have been tampered with, or Making statements which are incorrect or false or suppressing material information, or
- g. Attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable.

- To be disqualified by the Board from the interview for which he/she is a candidate and/or
- To be debarred either permanently or for a specified period (i) by the Board from any selection held by them; (ii) by the Bank from any employment under them; (iii) dismissal from service by the Bank if he/she is already in Bank's employment; and (iv) if he/she is already in some other service, the Board writing to his/her employer for taking disciplinary action.
- Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

Submission of Application form:

Application form should be submitted in sealed cover by **Post / Speed Post / Courier**.
No other mode for submission of the application form shall be allowed.

(Super-scribed as Application for the post of Manager_____).

To,

The Managing Director,

The Maharashtra State Co-operative Bank Ltd., Mumbai,

Sir Vithaldas Thackersey Smurthi Bhavan,

9, Maharashtra Chamber of Commerce Lane,

Fort, Mumbai – 400 001.

Post Box No-472.

Last date of Submission :

The applications should reach the Bank on or before 24.06.2022 up to 5.15 p.m.

Date of interview will be communicated to the eligible candidates accordingly.

GENERAL INSTRUCTIONS :-

1. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any reason.
2. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.

3. In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying, etc. standards in interview, in relation to number of vacancies and communication of result, etc. the Banks's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
4. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website <https://www.msccbank.com/careers>.
5. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

Date :-14.06.2022

Place :- Mumbai

Sd/-
(Dr. Ajit R. Deshmukh)
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 Manager –

- 1. Banking Department.**
 2. DCC Bank Department.
 3. Urban Banking Department.
(Tick at the appropriate box)

1. Full Name :
2. Date of Birth :
3. Gender : Male Female
4. Age as on 01.02.2022, ___Years___Month
5. Residential Address :
-
-
- Pin Code No.
6. E-mail ID :
7. Telephone No/ Mobile No. :
8. PAN No. :
9. Aadhar No. :
10. Educational Qualifications :

Qualification	University	Year of Passing	% of Marks

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

11. Additional / Professional qualification:

Professional Qualification	Year of Passing
JAIIB / CAIIB	
Diploma in Cooperative Business Management	
Diploma of Cooperative Management	
LLB / LLM	
Others	

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

12. Work Experience:

Employer	Designation	Date of Joining	Date of Promotion	Portfolio handled	Level of Management

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

13. Achievements:

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

14. Reference of two important Bankers/professionals / government officials:

Particulars	Reference 1	Reference 2
Full Name		
Designation		
Organisation		
Official Address		
Email Id		
Telephone/Mobile No.		
Aadhar / PAN		

15. List of photocopies of self-attested documents enclosed with the application form

Annexure-1.

- 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