



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

**Recruitment for the post of Managing Director**

**IMPORTANT INSTRUCTIONS**

**1. Candidates to ensure their eligibility for the post:**

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post advertised in the Maharashtra State Cooperative Bank Ltd (MSC Bank). The MSC Bank would conduct interviews of the only eligible candidates applying for this post on the basis of the information furnished in the application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage, it is found that any information furnished in the application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for interview.

**2. Mode of application:**

Candidates are required go through the Bank's website [www.mscbank.com](http://www.mscbank.com) and send their application in the format specified in Appendix-I to [chairman@mscbank.com](mailto:chairman@mscbank.com) . No other mode for submission of the application is available.

**3. Important Dates:**

Events	Important Dates
Opening date for application	5th October 2017
Last date for receipt of application	31st October 2017

**4. Help Facility:** In case of any problem in filling up the form, or queries if any, may be made through [queries@mscbank.com](mailto:queries@mscbank.com) .

## DETAILED NOTICE

1. The Maharashtra State Cooperative Bank Ltd; invites applications from eligible candidates for the post mentioned below in the MSC Bank.:

### I. Designation: Managing Director

Post	Number of vacancies
Managing Director	01

### II. No. of Post: One

**III. Reservation for SC, ST, OBC and PWD Candidates:** The post is **not** reserved for any category.

### IV. Job Profile:

- A. The Managing Director is the Chief Executive Officer of the Bank. He shall be an ex-officio director of the Board and functions under the supervision of the Board of Directors.
- B. He represents the various committees under the provisions of byelaws and The Maharashtra State Cooperative Bank Ltd; and the chairperson be vested in him.
- C. Accept money at call as Deposit, Keep the surplus with any other institution, endorse and transfer promissory note, debenture, security and documents of title to goods standing in the name of or held by the Bank and to draw, accepts and endorse bills of exchange, and to sign all deposits receipts and all other receipts and all accounts and other documents connected with the business of the bank.
- D. Sanction housing loan through individuals and Cooperative societies in accordance with the policy approved by the Board of Directors (BoD) and terms and the conditions as the BoD may from time to time prescribed; and further authorize the DGM / Manager of ROs to complete the documentation for the purpose and to disburse the housing loans so sanctioned by the MD.
- E. Within the policy approved by the BoD as on the terms and conditions as approved by the BoD, sanction and disburse short term Pre-seasonal loans to Sugar factories, working capital limit to sugar factories, spinning mills, Agro processing unit etc., renewal of cash credit limits to salary earner societies, urban Cooperative banks, refinance to DCCBs for their loans to salary earners societies, re-pledge finance to DCCBs against stocks of Sugar pledge with DCCBs by sugar factories, renewal of bank guarantee and LC limits renewal of pre-shipment and post-shipment limit.
- F. Attend to the communication from registrar seeking views of Bank as federal societies.
- G. Procure goods and services required for operation of Bank up to a limit of Rs.1.00 lacs or such higher amount as may be fixed by the BoD from time to time on each occasion after following view procedure and within approved budget outlays.
- H. Promote employees / officers depending on vacancies from out of the approved select list, confirm employees, release annual increment etc.
- I. To suspend or otherwise punish for the management the business of the Bank, in officer, clerk or any other employee of the Bank or to proceed against any officer clerk or any other employee of the Bank on account of Disciplinary act.
- J. Exercise the powers delegated to him or them conform to all such regulations as may be prescribed by the board.

**V. Qualifications:**

1. The Educational qualifications of the candidate will be as under:
  - a) Graduate in any discipline
  - b) Chartered Accountant
  - c) Cost Accountant
  
2. Preference will be given having following additional qualification/experience.
  - a) CAIIB
  - b) GDC&A/Diploma in Cooperative Banking
  - c) Diploma in Cooperative Business Management
  - d) IT experience in Banking
  - e) Knowledge/working in Banking
  - f) Experience in Cooperative Management

**VI. Experience:**

- i. Minimum 15 years' experience in banking with 8 year experience in senior/Middle Management of the Bank (Bank:- Commercial Bank, Private Bank, Foreign Bank, Regional Rural Bank, State Cooperative Bank, Urban Cooperative Bank, District Central Cooperative Bank, RBI, NABARD, SIDBI, Small Finance Bank)
- ii. Good communication skills – oral and written, good management skills.
- iii. Knowledge in Marathi is essential

**VII. Age (As on 01/09/2017):** Between 40 and 55 years. No relaxation to any category.

**VIII. Selection Procedure:** Selection will be through interview only. A preliminary screening of the applications by Screening Committee will be carried out for making, a short-list of eligible candidates to be called for the interview.

**IX. Service conditions/career Prospects:**

**a) Nature of appointment:** Selected candidates will be on regular appointment (**on permanent basis**) on pay scales of the Bank.

**b) Compensation:**

- i. **Pay and allowances:** Selected Candidates will be eligible for a starting basic pay scale Rs.40000-3000-49000-4000-61000-5000-76000, Dearness Allowance, variable dearness allowance, House Allowance, City Compensatory Allowance, Medical allowance, Newspaper allowance as per rules in force from time to time. At present the gross monthly emoluments for the post are approximately Rs.1,31,000/- (revision of pay-scale under consideration).
- ii. **Perquisites:** Bank's accommodation subject to availability, vehicle for official purpose, newspaper, telephone facility, Leave fare assistance, servant charges, entertainment charges, etc. as per eligibility.
- iii. The selected candidate will be appointed on probation of one year.
- iv. The candidate selected will be governed by MSC Bank HRDM/Staff Rules.
- v. The selected candidate will not be a part of the existing cadre of the Bank for the purpose of seniority/career progression

**X. Staff Candidates:** All the full time employees of the Bank can also apply for the position provided they fulfill the eligibility criteria.

## 2. ELIGIBILITY CONDITIONS:

**Nationality:** a candidate must be a citizen of India,

## 3. HOW TO APPLY

- a. Candidates are required go through the website [www.msccbank.com](http://www.msccbank.com), Instructions for filling up applications are available. The applicants are required to submit only single application in the format specified in Appendix-I to email ID: [chairman@msccbank.com](mailto:chairman@msccbank.com)
- b. 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 Managing Director in 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 PSU/Government/Quasi-Government employer.

**NOTE:** Candidates are not required to submit along with their applications any original certificate in support of their claims regarding Age, Educational Qualifications, etc. which will be verified at the time of the Interview only. The candidates applying for the posts should ensure that they fulfill 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 to 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
  - g. making statements which are incorrect or false or suppressing material information, or
  - h. 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, in 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.

4. **LAST DATE OF RECEIPT OF APPLICATIONS:** The Applications can be sent up to 31<sup>st</sup> October 2017 till 12:00 midnight.

5. **GENERAL INSTRUCTIONS:**

- a. 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 beyond the control of the Board.
- b. The posts are also open to the employees of MSC Bank**
- c. 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.
- d. In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- e. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.msccbank.com](http://www.msccbank.com)
- f. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

**Chairman**

The Maharashtra State Cooperative Bank Ltd

**Appendix-I**

**Application for the post of Managing Director in  
The Maharashtra State Cooperative Bank Ltd**

1. Full Name :  
2. Father Name :  
3. Date of Birth :  
Age as on 1 October 2017: ----Years ----Months ---Days  
4. Residential Address :-----  
-----  
-----  
Pin code:-----  
5. Email ID :  
6. Telephone/ mobile :  
7. Permanent Account number(PAN):  
8. Aadhar No. :  
9. Educational qualification: (Starting from HSC)

Qualification	University	Year of passing	% of Marks

10. Additional/professional qualification: (pl. tick mark at appropriate column)

Professional qualification	Year of passing
CAIIB	
Diploma in Cooperative Business Management	
IT experience in Banking	
Diploma of cooperative Management	
LLB/LLM	
Others	

11. Working experience

Employer	Designation	Tenure of Service		Portfolio handled	Level in Management
		From Date	To Date		

12. Achievements:

(Attach separate resume if required)

13. References of two important bankers/professional/government officials:

Ref.1 :

- a) Full Name:
- b) Designation:
- c) Organisation:
- d) Official address:
- e) Email ID/Telephone:

Ref.2 :

- a) Full Name:
- b) Designation:
- c) Organisation:
- d) Official address:
- e) Email ID/Telephone:

**Declaration**

I hereby declare that all the above information is true and correct.

Signature of the Candidate