



# The Citizens' Cooperative Bank Ltd.,

*Adm. Office : 68 B/D Gandhi Nagar, Jammu*

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Ref.no.Adm/2944

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## **NOTICE**

In view of the guidelines issued by Reserve Bank of India vide Circular bearing no. RBI/2019-20/128 DoR(PCB).BPD.Cir.No.8/12.05.002/2019-20 dated 31.12.2019 desirous to constitute Board of Management to assist the Board on formulation of the policies and any other related matters specifically delegated to it by the Board for proper functioning of the bank. The functions of the BoM shall include the following:

1. Rendering expert advice on all proposals being put up to the Board or any Committee of the Board for sanction of loans
2. Recommending action for recovery of NPAs, One Time Settlement or Compromise Settlement and assisting the Board in monitoring the same
3. Overseeing the management of funds and borrowings in the bank
4. Recommending proposals for investment of bank's funds as per the board approved policy
5. Oversight on internal controls and systems and risk management in the bank
6. Exercising oversight on implementation of computerisation, technology adoption and other incidental issues in the bank
7. Overseeing internal audit and inspection functions including compliance
8. Oversight on complaint redressal system
9. Assisting the Board in formulation of policies related to banking functions, illustratively loan policy, investment policy, recovery policy, ALM and Risk management, etc. to ensure that policies are in tune with RBI guidelines
10. Monitoring of probable NPAs and advise the BoD for corrective Action.
11. Bank will submit monthly information / data to BoM in the manner being submitted to BoDs as calendar of review for information and further necessary action/advice etc.
12. Any other responsibility as may be delegated to it by the BoD.

### **Vacancies:**

Number of Members Required to constitute Board of Management: Two

### **Eligibility:**

The person having special knowledge or practical experience in respect of one or more of the following matters, namely:-

1. Accountancy
2. Agriculture and rural economy
3. Banking
4. Co-operation
5. Economics
6. Finance

7. Law
  8. Small Scale Industry
  9. Information Technology
- The person must possess at least fifteen years experience in the respective field.
  - As on date or in the past five years he should not be a defaulter in repayment of his/her loan as principal borrower or as a Surety/Guarantor of borrower to the Bank or to any other Bank including any other Cooperative Society.
  - The person must resides/working/functioning preferably within the district of Jammu.

**Note: Out of the Two Members required to constitute Board of Management, One expert from the field of Information Technology is mandatory.**

The interested candidates may apply within seven days along with following self attested documents:-

- (i) Copies of certificates of educational qualification/technical qualification.
- (ii) Copies of experience certificate (self certified).
- (iii) Copies of KYC documents; PAN, Aadhaar, Passport(optional).
- (iv) Declaration-cum-undertaking as per Annexure I (Format attached). In case the candidate is selected as member of the Board of Management, he/she has to submit the Declaration-cum-undertaking as per Annexure I on affidavit.

**Sitting Fee:**

The member of BoM shall be paid Rs.2000/- (Rupees Two thousand only) per physical meeting of BoM but not more than Rs.10000/- (Rupees Ten thousand only) in one financial year.

**Tenure of Board of Management:**

1. The tenure of BoM shall be co-terminus with the tenure of BoD.
2. Any member of BoM shall be removed if found to be not meeting the criteria prescribed by RBI at any point of time even after the appointment as member of BoM.
3. Any member of BoM shall be removed if found acting in a manner detrimental to the interests of the Bank or its depositors or both.
4. The BoD shall have the powers to remove any member of BoM after seeking concurrence from RBI.
5. RBI shall have the powers to supersede the BoM if the functioning of BoM is found unsatisfactory.

**Procedure of Appointment:**

1. The interested candidate will apply along with requisite documents to Managing Director of the Bank by any of the following mode:-
  - (i) **By Post or by hand** addressed to Managing Director, The Citizens Cooperative Bank Ltd., Jammu, 68 B/D Gandhi Nagar, Jammu – 180004.
  - (ii) **By e-mail:** info@citizenscooperativebankjammu.com
2. Committee constituted by the Board will shortlist the candidates for consideration by the Board.
3. The committee will verify all the details in respect of qualification, experience etc. along with latest Credit Information Report and submit its report to Board for further orders.
4. Board after considering all the relevant details required for eligibility as Board of Management satisfying the 'Fit and Proper' Criteria will issue appointment orders.

SD/-

**MANAGING DIRECTOR**

**Annexure -1**

**Name of Bank: The Citizens' Cooperative Bank Ltd., Jammu**

**Declaration- cum-Undertaking by Member of Board of Management**

<b>I.</b>	<b>Personal details</b>	
<b>a.</b>	Full Name	
<b>b.</b>	Date of Birth	
<b>c.</b>	Educational Qualifications	
<b>d.</b>	Work Experience	
<b>e.</b>	Permanent Address	
<b>f.</b>	Present Address	
<b>g.</b>	E-mail Address & Telephone/ Mobile Number	
<b>h.</b>	Permanent Account Number under the Income Tax Act	
<b>i.</b>	Any other information relevant to the appointment	
<b>II.</b>	<b>Relevant Relationships of candidate</b>	
<b>a.</b>	List of Relatives, if any, who are connected with the Bank	
<b>b.</b>	List of entities if any in which he / she is considered as being interested	
<b>c.</b>	Name of Bank in which he / she is or has been a member of the board (giving details of period during which such office was held)	
<b>d.</b>	Fund and non-fund facilities, if any, presently availed of by him / her and / or by entities listed in II (b) above from the bank	
<b>e.</b>	Cases, if any, where the candidate or entities listed in II (b) above are in default or have been in default in the past in respect of credit facilities obtained from the bank or any other bank.	
<b>III.</b>	<b>Records of professional achievements</b>	
<b>a.</b>	Relevant professional achievements	
<b>IV</b>	<b>Proceedings, if any, against the candidate</b>	
<b>a.</b>	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 of at any profession / occupation at any time.	
<b>b.</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 listed in II (b) above for violation of economic laws and regulations	
<b>c.</b>	Details of criminal prosecution, if any,	

	pending or commenced or resulting in conviction in the past against the candidate	
<b>d.</b>	Has the candidate or any of the entities at II (b) above been subject to any investigation at the instance of any Government department or agency?	
<b>e.</b>	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	
<b>f.</b>	Whether the candidate or any of the entities listed at II (b) above have at any time come to the adverse notice of a regulator such as SEBI, IRDA, DCA, RCS, ICAI, etc.  (Though it shall not be necessary for a candidate to mention in the column about orders and findings made by regulators which have been later on reversed /set aside in toto, it would be necessary to make a mention of the same, in case the reversal/ setting aside is on technical reasons like limitation or lack of jurisdiction, etc, and not on merit. If the order of the regulator is temporarily stayed and the appellate / court proceedings are pending, the same also should be mentioned).	
<b>V.</b>	Any other explanation / information in regard to items I to III and other information considered relevant for 'fit and proper' judgment.	

**Undertaking**

I confirm that the above information is complete and true to the best of my knowledge and belief. 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.

I also undertake to execute the deed of covenant required to be executed by all directors of the bank.

**Signature of Candidate**

**Place: Jammu**

**Date:**