



THE CITIZENS' CO-OPERATIVE BANK LTD.,

ADMINISTRATIVE OFFICE;68 -B/D GANDHI NAGAR , JAMMU.

Web Site: www.citizenscooperativebankjammu.com

Email : info@citizenscooperativebankjammu.com

EPBAX: 2432058, FAX NO; 0191-2432036,

APPLICATIONS INVITED FOR THE POSITION OF MANAGING DIRECTOR

The Citizens' Cooperative Bank Ltd., Jammu, the largest Urban Cooperative Bank of Union Territory of Jammu & Kashmir having its Administrative Office at Gandhi Nagar, Jammu. Now the Bank is looking for a **MANAGING DIRECTOR** to discharge function and duties as CEO of the Bank. Aspirant/candidate must have leadership qualities with exceptional abilities/skill to steer the bank towards the path of accelerated growth.

Interested candidates can visit our Bank's website www.citizenscooperativebankjammu.com to view further details and submit their application with detailed resume within 15 days, or mail the same at info@citizenscooperativebankjammu.com or send it by Registered post / courier to the below address:

**The Chairman
Nomination and Remuneration Committee
The Citizens Cooperative Bank Ltd., Jammu
68 B/D Gandhi Nagar, Jammu (J&K) – 180004**



THE CITIZENS' CO-OPERATIVE BANK LTD.,

ADMINISTRATIVE OFFICE;68 -B/D GANDHI NAGAR , JAMMU.

Web Site: www.citizenscooperativebankjammu.com

Email : info@citizenscooperativebankjammu.com

EPBAX: 2432058, FAX NO; 0191-2432036,

APPLICATIONS INVITED FOR THE POSITION OF MANAGING DIRECTOR

The Citizens' Cooperative Bank Ltd., Jammu, the largest Urban Cooperative Bank of Union Territory of Jammu & Kashmir blends traditional values and modern technology in its services, has its Registered Head Office at Gandhi Nagar, Jammu. Now the Bank is looking for a MANAGING DIRECTOR to discharge function and duties as CEO of the Bank. Aspirant/candidate must have leadership qualities with exceptional abilities/skill to steer the bank towards the path of accelerated growth thereby creating overall values to all its stakeholders.

Functions of Managing Director :

The Managing Director shall be under the general superintendence, direction and control of the BoD and exercise such powers and discharge such functions as may be delegated by the BoD. He/ she shall be an ex-officio member of the BoD and also the BoM.

Eligibility Criteria:

The person shall be a graduate with

(a) CAIIB / DBF / Diploma in Co-operative Business Management or equivalent qualification; or

(b) Chartered / Cost Accountant / MBA (Finance); or

(c) Post graduate in any discipline.

ii) The person may preferably not be less than 35 years of age at the time of appointment.

iii) The person shall have at least 8 years' work experience at the middle / senior level in the banking sector or non-banking finance companies engaged in lending and asset financing.

Mode of Selection:

(a) Screening of candidates will be done by conducting personal interview.

- (b) Candidates will be called for Personal Interview (Date of Interview and Venue will be informed by the Bank to the individual candidates through registered e-mail only).

How to Apply:

- (a) Candidates are required to apply by e-mail or by sending his/her resume along with latest colour photograph by registered post / courier at below noted address:

**The Chairman
Nomination and Remuneration Committee
The Citizens Cooperative Bank Ltd., Jammu
68 B/D Gandhi Nagar, Jammu (J&K) – 180004**

- (b) Candidate should ensure that their personal email ID (as specified in the application form) and mobile number is kept active. Bank may send call letters for interview to the **registered e-mail ID** only.
- © **Candidate has to submit his/her detailed resume along with two references(Name,Parentage and detail of present profile). The shortlisted candidates have to submit Declaration-cum-Undertaking (as per attached format).**

Emoluments:-

The selected candidate will be appointed on probation for a period of three months and will be given Rs.80000/- as consolidated stipend along with other perks like conveyance etc. as per rules of the Bank. After successful completion of probation period he/she will be regularized in the Pay scale of Rs.28660-680/4-31380 along with other perks like conveyance etc. as per rules of the Bank.

General Instructions :

- (a) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Personal Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. **No correspondence or personal enquiries shall be entertained by the bank in this behalf.**
- (b) Mere invitation by the Bank for the Personal Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce originals of all the documents along with photocopies required to be submitted and as advised in this notification as well as in the Interview

call letter, for any reason, whatsoever, shall not be permitted to participate in the Personal Interview.

- (c) Mere eligibility will not vest any right on the candidate for being called for Interview. Bank's decision in the matter of selection will be final. 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/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- (d) Eligible candidates will be called for Personal Interview and they should appear for interview at their own expenses/cost at places / dates notified by the Bank.
- (e) Decision of the Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- (f) Appointment of selected candidates 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 & Conduct Rules of the Bank and 'Fit and Proper' Criteria of RBI.
- (g) Only J&K UT domicile can apply.
- (h) The tenure of MD/CEO shall not be for a period more than five years at a time subject to a minimum period of three years at the time of first appointment, unless terminated or removed earlier, and shall be eligible for re-appointment. The performance of MD/CEO shall be reviewed by the Board annually.
- (i) The post of MD/CEO cannot be held by the same incumbent for more than 15 years. Thereafter, the individual will be eligible for re-appointment as MD, if considered necessary and desirable by the Board, after a minimum gap of three years, subject to meeting other conditions.
- (j) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the courts situated in Jammu.

Annex III

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

“Declaration and Undertaking by a proposed MD”

(Refer circular DOR.GOV.REC.25/12.10.000/2021-22 dated June 25, 2021)

Sr. No.	Particulars	Information Disclosed		
I. Personal details				
1.	Name in full	First Name	Middle Name	Last Name
2.	Father's name			
3.	Gender (M/F/others)			
4.	Present address			
5.	E-mail address & alternate e-mail address: Telephone Number with STD code: Mobile Number:			
6.	Nationality			
7.	Date of Birth (dd/mm/yyyy) and Age	- - / - - / - - - - Age: - - years - - months		
8.	Educational qualifications			
9.	Aadhaar Number			
10	(a) Permanent Account Number (PAN) (b) Place where the MD/ WTD is assessed to tax (Income Tax			

	<p>jurisdiction)/name and address of Income Tax Circle/Ward</p> <p>(c) Details of filing of return(s) and payment of taxes for past 3 years</p>	<table border="1"> <thead> <tr> <th>Date of filing</th> <th>Amount of tax paid (INR)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Date of filing	Amount of tax paid (INR)						
Date of filing	Amount of tax paid (INR)									
11.	Permanent address									
12.	Present occupation (designation, name of the organization and brief write-up on experience)									
13.	Previous occupation covering minimum of past ten years, with complete address of the organization(s) worked in, date of joining, date of relieving (including reasons), designation, etc.									
14.	Details regarding work experience in banking sector/ RBI regulated entity (name of the bank/ entity, number of years at different designations, functional areas etc.)									
15.	<p>In case a Chartered Accountant, indicate the following:</p> <p>(a) Membership Number of Institute of Chartered Accountants of India (ICAI);</p> <p>(b) Date of registration with the ICAI:</p>									

	(c) Name and Address of the registered firm/s: (d) Details of the Audit(s) presently undertaken by the firm(s) or by you:				
16.	Name of the banker(s) with Branch and Account Numbers (savings/current/loan accounts) where you are a primary account holder:	Bank Name	Branch	Type of A/c	A/c Number
17.	Details of shareholding, if held in any entity, either in physical or dematerialized form, by you, spouse and your minor child. (attach demat/shareholding certificate)				
18.	Any other information relevant for appointment as MD/WTD of the bank:				
II. Relevant Relationships of proposed MD					
19.	List of relatives, if any, who are connected with the bank:				
20.	List of entities in which: (a) interested (b) beneficial ownership (c) Trustee				
21.	List of entities, existing and proposed, in which holding substantial interest within the meaning of Section	Name of the company/firm			
		Country of incorporation			
		Number of shares			
		Face value of each share			
		Total face value of share holding			

	5(ne) ¹ of the Banking Regulation Act, 1949 (as applicable to UCBs)	Shareholding as % of total Paid up Capital	
		Beneficial interest (in value as well as % terms)	
		Whether the entity is a Section 8 Company under Companies Act, 2013.	
22.	Details of holdings in entities incorporated abroad and having a place of business in India.		
23.	Name of Bank/NBFC/any other company in which currently or in the past a member of the Board/ Advisor etc. (giving details of period during which such office is being/was held).		
24.	If connected with any entity undertaking hire purchase, financing, investment, leasing and other para banking activities (nature of association to be mentioned), details thereof.		
25.	If a stock broker or connected with any entity engaged in share broking activities, details thereof.		
26.	Details of fund and non-fund-based facilities, if any, presently availed in person		

	and/or by entities listed in (20) to (25) above.	
27.	Cases, if any, where as an individual or the entities listed at (20) to (25) above have defaulted or declared as willful defaulter in the past in respect of credit facilities obtained from a bank/NBFC/any other lending institution.	
III. Records of professional achievements		
28.	Professional achievements relevant for the post of MD.	
IV. Proceedings, if any, against the proposed MD		
29.	(c) As a member of a professional association/body, details of disciplinary action, if any, pending or commenced or resulting in conviction in the past or whether been banned from entry at any profession/occupation at any time, details thereof.	
	(d) If subject of any written complaint or accusation regarding	

	individual professional conduct or activities, details thereof.	
30.	Details of prosecution, if any, pending or commenced or resulting in conviction of self or the entities listed at (20) to (25) above for violation of economic laws and regulations.	
31.	Details of criminal prosecution, if any, pending or commenced or resulting in conviction.	
32.	Whether he/she has indulged in or penalised for any breach of AML/CFT guidelines, if so, details thereof.	
33.	If adjudicated insolvent or has suspended payment or has compounded with creditors, details thereof.	
34.	If found to be of unsound mind and stands so declared by a competent Court, details thereof.	
35.	(a) If convicted by a Criminal Court of an	

	offence which involves moral turpitude or otherwise, details thereof.	
	(b) If convicted by any Court of law, details thereof?	
36	If as an individual or any of the entities at (20) to (25) above have been subject to any investigation/vigilance/matters of enquiry from any of the previous employers or government departments or agency, details thereof.	
37.	If found guilty of violation of rules /regulations /legislative requirements by customs/ excise/ income tax/ foreign exchange/ other revenue authorities, details thereof.	
38.	If reprimanded, censured, restricted, suspended, barred, enjoined, or otherwise sanctioned by any other regulator such as SEBI, IRDAI, PFRDA etc., professional organisation, government agency, or court because of professional conduct or activities, details thereof.	

	<p><i>(Though it shall not be necessary for a candidate to mention in the column about orders and findings 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, and not on merit. If the order is temporarily stayed and the appellate/ court proceedings are pending, the same also should be mentioned).</i></p>	
V. General Information		
39.	<p>If a professional like Chartered Accountant, Advocate etc. and presently undertaking/undertaken any professional work in any bank or RBI regulated entity, provide details thereof including the name and period of association.</p>	
40.	<p>If a sitting MP/MLA/MLC or holding political position</p>	

	<p>in Municipal Corporation or Municipality or other local bodies, provide details thereof.</p>	
	<p>VI. In the interest of disclosure and transparency, should there be any other information relevant for assessing ‘fit and proper’ status, provide details thereof.</p>	
<p><u>Undertaking</u></p>		
<p>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 after my appointment which are relevant to the information provided above.</p> <p>I also undertake to execute a ‘Deed of Covenant’ as required to be executed with the bank.</p>		
	<p>Signature of proposed MD</p>	
<p>Remarks of Nomination and Remuneration Committee (NRC) of having satisfied itself that the above information is true and complete.</p>		
	<p>Signature of the Chair of the NRC</p>	

