

# **The Dhanbad Central Co-operative Bank Ltd. Dhanbad**

**Court More, Near Randhir Verma Chowk, Hirapur, Dhanbad, Jharkhand  
826001**

**Email: [md@dhanbadccb.in](mailto:md@dhanbadccb.in)**

**Ph. No. 03262312040/41**

## **POSITION FOR CHIEF EXECUTIVE OFFICER**

The Dhanbad Central Co-operative Bank Ltd., Dhanbad is one of the oldest district central co-operative bank of India, registered under Bihar and Orissa Co-operative societies Act 1935. Currently bank is operating in two districts of Jharkhand namely Dhanbad and two blocks of Bokaro district (Chas and Chandankiyari) having twelve branches with head office at Dhanbad, Jharkhand.

Bank is looking for a dynamic Chief Executive Officer (CEO) to lead the bank and implement the objectives in a prospective manner. The details of the post are as under:

<b>Position</b>	<b>CHIEF EXECUTIVE OFFICER (CEO)</b>
<b>Number of Position (s)</b>	01
<b>Tenure of Post</b>	The appointment shall be purely on contractual basis initially for a period of 5 years subject to a probation period of six months at the commencement, which the professional shall be required to clear to the satisfaction of the management in order to attract confirmation of the appointment.
<b>A broad purview of responsibilities</b>	<ul style="list-style-type: none"><li>• The CEO of the bank shall be saddled with the responsibility to carry out all necessary activities pertaining to administration. Management and development of the bank.</li><li>• The CEO shall be accountable and subject to the control and supervision of the Board/ Managing Committee and to its Principal Office Bearer, the Chairman.</li><li>• The CEO shall be the overall custodian of the bank.</li><li>• The CEO shall be responsible for transacting all financial issues subject to the supervision of the Chairman of the bank.</li><li>• Prepare and present to the Board a five year roadmap and strategic plan for the overall progress of the bank to be ratified by the Board.</li><li>• Keeping in view the deep penetration which technology has made in the banking sector, it is expected of the CEO to contribute in setting up of an appropriate IT strategy for the bank in order to enable it to ensure a healthy progress in terms of the various facets connected to banking.</li><li>• Contribute to the creating of policies and procedures necessary for transparent and healthy economic management of the bank and ensure implementation of all policies and procedures set-out by the Board of Directors.</li><li>• To determine the powers, duties and responsibilities of the employees of the bank.</li></ul>

	<ul style="list-style-type: none"> <li>• Prepare agendas, attend and supervise the recording of minutes at all Board of Directors meetings.</li> <li>• Ensure compliance of all relevant statutes, rules, bye-laws, guidelines in the context of management and banking.</li> <li>• Prepare annual operating budgets (and other long term financial plans) and present them to the Managing Committee.</li> <li>• Manage the Bank's capital and earnings responsibly to improve creditworthiness.</li> <li>• Manage internal controls pertaining to financial issues of the bank.</li> <li>• Carry out leadership responsibilities in accordance with the bank's policies and applicable laws to include: training employees, directing workflow, appraising performance, addressing complaints and succession planning.</li> <li>• Contribute in recruiting, retaining and developing best class talent to support the bank's mission and objectives.</li> <li>• Engage with external consultants.</li> <li>• Act as the bridge between the bank and external partners, clients and agencies and develop strong working relationship with them.</li> <li>• Promote and effectively communicate the bank's programs and accomplishments.</li> <li>• Capably represent the bank at official functions and meetings.</li> <li>• To overall carry out all such acts which are for the benefit and growth of the bank.</li> <li>• To institute, conduct, defend, compound or to withdraw any suit or other legal proceedings for or against the bank and also to compound and allow time for payment to satisfaction of any claim.to delegate all or any of the power to an employee or employees of the bank to his/her control and supervision.</li> </ul>
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• Graduate with CAIIB/DBF/Diploma in Cooperative Business Management or equivalent qualification or</li> <li>• Chartered/Cost Accountant, or</li> <li>• Post Graduate in any discipline.</li> </ul>
<b>Experience</b>	The person shall have at least eight years (preferably 10-15 years) work experience at the middle/senior level in the banking sector. Senior/middle level for the purpose shall be taken as the third level (Scales/Cadre) onwards [i.e. excluding the first two levels (Scales/cadres) in the officer cadre] or as the highest two levels (Scales/cadres) below the level of CEO.
<b>Age limit</b>	Not above 62 years as on 31st August, 2023
<b>Salary</b>	Salary is negotiable. However, it shall be based on last pay drawn by the applicant.
<b>Method of Recruitment</b>	Personal Interview.
<b>E-mail</b>	Send your details at <a href="mailto:md@dhanbadccb.in">md@dhanbadccb.in</a> or by post.

<b>Last Date &amp; Time</b>	<b>October 31 , 2023, 5:00 P.M.</b>
<ul style="list-style-type: none"> <li>• Prospective candidates are required to submit a copy of their detailed biodata in <b>Annexure I</b> enclosing copies of the relevant supporting documents regarding age, essential qualification, experience, desirable profile etc. through email <a href="mailto:md@dhanbadccb.in">md@dhanbadccb.in</a> or by post (The Dhanbad central Co-operative Bank Ltd. Head office, Court More Near Randhir Verma Chowk, Hirapur , Dhanbad, Jharkhand 826001) within the due date.</li> <li>• Shortlisted candidates will be informed through email for the interviews. No TA/DA will be given to the candidates called for the interview.</li> <li>• The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews.</li> <li>• For other terms and conditions kindly refer <b>Annexure II</b>.</li> </ul>	

## Annexure-I

S. No.	Details	Particulars
I.	Personal details of the Candidate.	
a	Full name	
b	Date of Birth and Age as on 31.08.2023	
c	Educational Qualifications	
d	Relevant Background and Experience including details of current/previous occupation	
e	Permanent Address	
f	E-mail address/Telephone Number	
g	Present Address	
h	Permanent Account Number under the Income Tax Act and name and address of Income Tax Circle.	
i	Record of relevant professional achievements	
j	Relevant knowledge and experience	

k	Any other relevant information	
<b>II</b>	<b>Relevant Relationships.</b>	
a	List of relatives if any who are connected with bank	
b	List of entities if any in which he/she is considered as interested	
c	Fund and non-fund facilities, if any, presently availed by him/her and/or by entities listed in 'b' above from bank	
d	Cases, if any, where the candidate or entities listed in 'b' above are in default or have been in default in the last five years in respect of credit facilities obtained from the bank or any other bank	
<b>III</b>	<b>Proceedings, if any, against the Candidate.</b>	
a	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 into any professional/occupation at any time	
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) for violation	

	of economic laws and regulations.	
c	Details of criminal prosecution, if any, pending or commenced or resulting in conviction in the last five years against the candidate.	
d	Has the candidate or any of the entities at II(b) above been subject to any investigation at the instance of Government department or agency?	
e	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>IV</b>	<b>Any other explanation/information considered relevant for judging fit and proper criteria.</b>	

### Undertaking

I hereby confirm that the above information is true and complete 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. If any information is found incorrect, I render myself liable for removal from the post and initiate action as per rules.

**Place :-**

**Date:-**

**(Signature)**

## **Annexure – II**

### **Other Terms & Conditions:-**

- The appointment of professional shall be purely on contractual basis initially for a period of 5 (five) years subject to a probation period of six months at the commencement, which the professional shall be required to clear to the satisfaction of the management in order to attract confirmation of the appointment. The professional shall be accountable and subject to the control and supervision of the Board and its principal office bearer.
- The successful candidate will have to sign a contractual agreement in prescribed format at the time of joining.
- All other suitable allowances, incentives, facilities, leaves etc. shall be worked out by mutual consultation.
- The contract shall not confer any right or claim of extension / absorption in the department/ bank at any point of time whatsoever. Either party (Bank or Candidate) shall have the right to terminate the contract for reasonable cause with prior notice of at least 3 months or compensation of 3 months in lieu thereof. Before removal of candidate by the Bank, an opportunity to be heard, will be provided by the Bank.
- The candidate must agree to be governed by the Code of Conduct and Discipline of the Bank.
- The contractual Appointment with the Bank will come to an end automatically on the expiry of the period of contract, unless steps are being initiated by the management for extension of service period on mutual understanding.
- The Candidate shall sign a declaration of Secrecy and Confidentiality.
- The Candidate shall sign an undertaking to protect Bank's interest.

### **How to Apply:-**

Candidates are requested to send the hard copies in the prescribed format with all the testimonials along with latest 2 photographs by post or email the same on [md@ghanbadccb.in](mailto:md@ghanbadccb.in) with the subject line "Application for the post of Chief Executive Officer"

- The list of shortlisted candidates will be uploaded on the website – [www.ghanbadccb.in](http://www.ghanbadccb.in), who will be requested to appear before the Selection Committee for final selection.
- Date of Interview will be informed via email to the shortlisted candidates only.
- The Bank reserves the right to cancel / postpone the appointment, if so required.
- No TA/DA or expenses of any kind will be paid for attending the interview.
- Applicant must carry a copy of the filled up Application Form which they had submitted while applying for the position mentioned in the advertisement.
- Inability to produce any of the required documents (both original and self attested copies) at the time of interview will render the application ineligible for selection.
- Canvassing in any form will result in disqualification.