

# 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)

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## POSITION FOR GENERAL MANAGER

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 General Manager (G.M). In the hierarchical order the GM shall be next to the Chief Executive Officer of the bank.

<b>Position</b>	<b>GENERAL MANAGER (G.M)</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>Job Description</b>	<ul style="list-style-type: none"><li>• The GM shall be required to carry out all work and shoulder all responsibilities delegated to him/her by the CEO or the Chairman/ Managing committee of the bank.</li><li>• GM shall be required to contribute to the overall progress of the bank in terms of executing and carrying out all the activities pertaining to financial, managerial and technological issues.</li></ul>
<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• 1<sup>st</sup> Class graduate degree in Economics/ Commerce/ Business Administration/ Statistics with a minimum of eight years of relevant professional experience or</li><li>• 2<sup>nd</sup> class Master's degree in any of the above with eight years of relevant professional experience.</li></ul>
<b>Experience</b>	The person shall have at least eight years work experience at the middle/ senior level in banking sector. Senior/ middle level for the purpose shall be taken as the third level (Scales /cadre) onwards. Priority to experience in Audit and Accounting, Inspection and Compliance, Assets and Liability Management, Loan and advances shall be given.
<b>Age limit</b>	Not above 55 years as on 1st March, 2021
<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>April 12 , 2021, 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 interview. 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 interview.</li> <li>• For other terms and conditions kindly refer <b>Annexure II.</b></li> </ul>	

## Annexure-I

S. No	Details	Particulars
I.	<b>Personal details of the Candidate.</b>	
a	Full name	
b	Date of Birth and Age as on 01.03.2021	
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.	

### **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@dhanbadccb.in](mailto:md@dhanbadccb.in) with the subject line "Application for the post of General Manager"

- The list of shortlisted candidates will be uploaded on the website – [www.dhanbadccb.in](http://www.dhanbadccb.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.