

**The Haryana State Cooperative Apex Bank Ltd.,
SCO No. 78-80, Bank Square, Sector-17-B, Chandigarh-160 017**

Applications are invited for appointment to the post of Chief Executive Officers on deputation /contract basis in the prescribed application proforma in 19 District Central Cooperative Banks namely Ambala, Bhiwani, Faridabad, Fatehabad, Gurgaon, Hisar, Jind, Jhajjar, Karnal, Kaithal, Kurukshetra, Mahendergarh, Panipat, Rewari, Rohtak, Sirsa, Sonapat, Panchkula & Yamuna Nagar in the State of Haryana from eligible and desirous candidates of all Nationalized Banks, Institutions, State Coop. Banks including Haryana State Coop. Apex Bank for a period of three years subject to review of their performance on yearly basis by the Selection Committee which is further extendable on the recommendation of the Selection Committee. The candidates may preferably not be above 55 years of age at the time of appointment. He should at least be a Graduate with CAIIB/DBF/Diploma in Cooperative Business Management or equivalent qualification or Chartered/Cost Accountant or Post Graduate in any discipline. The person shall have at least eight 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 (scale/ 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 Chief Executive Officer. For more details regarding eligibility, qualifications, experience, age, terms and conditions, prescribed application proforma, visit Harco Bank's website- www.harcobank.nic.in / www.rcsharyana.gov.in. Application complete in all respect mentioning "Application for the post of Chief Executive Officer" on the top of the envelope, alongwith Demand Draft of Rs.100/- in favour of Managing Director, The Haryana State Cooperative Apex Bank Ltd; Chandigarh should reach the undersigned on or before 30.12.2017 upto 3.00 P.M.

The advertisement for the post of CEOs in DCCBs, published in Hindustan Times and Dainik Jagarn dated 20.08.2016 be treated as cancelled and the applicants who earlier applied for the post of CEOs, in response to Bank's advertisement dated 20.08.2016 shall have to apply afresh. The applications fee so received shall be refunded shortly.

**Sd/-
Managing Director**

The Haryana State Cooperative Apex Bank Ltd., Chandigarh

Application for the post of Chief Executive Officer

The _____ Central Coop. Bank Ltd. _____

Recent
passport size
photograph

1. **Name**
(Capital letters)
2. **Father's / Husband's Name**
3. **Date of Birth**
(As on _____ Years _____ Months _____ Days _____)
4. **Preference of DCCBs**
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

(However, I undertake to join/work in any DCCB in the State of Haryana as per decision by the Competent Authority).

5. **(a) Educational qualifications :**

Sr.No.	Qualification	University/ Board	Subject	% of Marks obtained
1.				
2.				
3.				
4.				

(b) Professional qualifications

- 1.
- 2.
- 3.

6. **(a) Experience :**

Sr.No.	Name of banking Institution	Worked as Designation	Period of employment	
			From	To
1.				
2.				
3.				

(b) Presently working as _____ in _____.

(c) Monthly Gross salary being drawn at present Rs. _____.

7. **Permanent Home Address :**

8. **Present Postal Address :**

E-mail address _____ Tel. No. _____
Mobile No. _____ Aadhar No. _____
PAN No. _____

Attach :

- (i) **Declaration in the form of affidavit that no major penalty was awarded or any disciplinary action is pending against me. That I have never been prosecuted, kept under detention or bound down, fined/convicted by a Court of Law for any offence. That no FIR is registered against me or any case is pending against me in any court of Law. (If, yes, full particulars of the case, detention, fine conviction sentence etc. should be given on a separate sheet duly signed)**
- (ii) **Annexure-‘A’ complete in all respect;**
- (iii) **Work and Conduct Certificate from present employer;**
- (iv) **All educational and other testimonials should be supported by self attested proof.**

DECLARATION

I hereby declare that all statements made in this application are true and complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after interview, my candidature will stand cancelled and all my claims of the recruitment will stand forfeited.

Place.....

Date

(Signature of the Candidate)

(Full Name) _____

Annexure-‘A’

	Details	
1	Personal details of the candidate	
a	Full name	
b	Date of birth	
c	Education qualification	
d	Relevant background & 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 & Name and Address of Income Tax Circle	
II	Relevant relationship	
a	List of relatives if any who are connected with the bank	
b	List of entities if any in which he/she is considered as interest	
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	
III	Proceedings, if any, against the candidate	
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 profession/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 ant of the entities list 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 or 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.	
IV	Any other explanation/information considered relevant for judging fit and proper.	

Undertaking

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 subsequent to my appointment, which are relevant to the information provided above.

Place :

Date :

Signature

Operational strategy for appointment of CEOs in District Central Cooperative Banks in the State of Haryana.

1. **Eligibility:** The person should be a citizen of India.
2. **Qualification and Experience:** The person to be appointed as Chief executive officer shall at least be a:
 - a) Graduate with CAIIB/DBF/ Diploma in Cooperative Business Management or equivalent qualification, or
 - b) Chartered/ Cost Accountant; or
 - c) Post Graduate in any discipline.
 - d) The person shall have at least eight years work experience at the middle/ senior level in the core areas of banking sector. Senior/ middle level for the purpose shall be taken as the third level (scale/cadre) onwards (i.e., excluding the first two levels(scale/ cadres) in the officer cadre), or as the highest two levels (scales/ cadres) below the level of CEO
 - e) Knowledge of Hindi upto Matric Standard
 - f) Preference shall be given to a person having the qualification of CAIIB and knowledge of computer.
3. **Equivalence Criteria :**
 - a) **Public sector commercial banks/ Financial Institution:** The applicant must hold a position not below the level of scale III and should have minimum 8 years banking experience in scale II/III and above as on 01.12.2017.
 - b) **Private sector commercial banks:** The applicant must hold a position not below III level in Officers' cadre and should have minimum 8 years banking experience in II/III level in Officers cadre as on 01.12.2017.
 - c) **The Haryana State Cooperative Apex Bank:** The applicant must hold a position not below the level of Manager and should have minimum 8 years work experience as AM/Manager/ DGM and above as on 01.12.2017.
 - d) **Other State cooperative banks:** The applicant must hold a position equivalent to the level of Manager of HStCB with similar work experience.
4. **Age :** The applicant preferably not be above 55 years as on 01.12.2017
5. **Pay and Emoluments :**
 - a) **In case of Deputation :**

Sr.No.	Heading	Suggested Revision
(i)	Pay	Person will get the pay in the pay-scale as he/she is drawing in his/her parent Bank/Financial institution/Department. Special pay of Rs.5000/- per month may also be considered.

(ii)	Dearness & other allowances	Person will be entitled to dearness allowance, house rent allowance as per Haryana govt. rates or as per the rates he/ she is entitled in his/her parent bank/ financial institution/department.
(iii)	LTC and Medical facility	As per Haryana govt. rules/instructions applicable to Manager/DGM of Harco Bank or as per his entitlement in his parent bank/financial institutions/ deptt.
(iv)	Residential facility a) NCR(Gurgaon only)	Actual rent or up to Rs. 20,000/- per pm whichever is less.
	b) Panchkula	Actual rent or up to Rs. 15,000/- per pm whichever is less.
	c) Other District HQs	Actual rent or up to Rs. 15,000/- per pm whichever is less.
(v)	Travelling Allowance and daily Allowance	As per Haryana Govt. rules/ Instructions applicable to Manager/ DGM of Harco Bank or as applicable in his/her parent organisation.
(vi)	GPF/EPF and Family pension contribution	As per rates and terms and conditions fixed by the Parent bank/ Financial intuitions/ Department from time to time.
(vii)	Leave salary, Gratuity , Administrative charges on provident funds and pension contribution etc.	As per rates and terms and conditions fixed by the Parent bank/ Financial intuitions/ Department.
(viii)	Telephone Facility	Person shall get telephone facility with internet at his/her residence subject to maximum of Rs. 2000/- per Month if not provided by the bank.
(ix)	Disciplinary action	On the request of current employer, he/she will be subject to disciplinary action to be taken by the Parent bank/ Financial institutions/ Department.
6.	Declaration	The person to be appointed as CEO shall submit a declaration in the form of affidavit that no major penalty was awarded and no disciplinary action/criminal case in any court is pending against him/her.
7.	No objection certificate/ conduct certificate	The person to be appointed as CEO on deputation from other bank/ Financial institutions/ department should submit No objection certificate from his/her employers at the time of joining
8.	Period of appointment	The period of appointment shall be initially for three years which may be extended by the state Govt. on the recommendations of review committee consisting of Chairman Harco Bank, RCS, Haryana, CGM NABARD, R.O. Haryana and M.D. Harco Bank keeping in view his/her performance on yearly basis. Continuation of service will depend on the performance which will be reviewed by the above said committee on annual basis.

(b) In case of contract basis		
(i)	Salary	Person will get fixed salary of Rs. 100000/- pm inclusive of Dearness Allowance.
(ii)	LTC/Medical facility	As per Haryana Govt. rules/instructions applicable to Manager/DGM of Harco Bank.
(iii)	Residential Facility a)NCR (Gurgaon only)	Actual rent or up to Rs. 20000/- pm whichever is less.
	b) Panchkula	Actual rent or up to Rs.15000/- pm whichever is less.
	c)Other District HQs	Actual rent or up to Rs.15000/- pm whichever is less.
(iv)	Travelling Allowance	As per Haryana State Govt. Rules (as applicable to Manager/DGM of HStCB).
(v)	Daily Allowance	As per Haryana State Govt. Rules (as applicable to Manager/DGM of HStCB).
(vi)	EPF contribution	EPF contribution shall be @ 12% of fixed salary or as applicable in case of Manager/DGM of HStCB.
(vii)	Telephone facility	Person shall get telephone facility with internet at his/her residence subject to maximum of Rs.2000/- per Month if not provided by the bank.
6.	Declaration	The person to be appointed as CEO shall submit a declaration in the form of affidavit that no major penalty was awarded or any disciplinary action/criminal case in any court is pending against him/her.
7.	Period of appointment	The period of appointment shall be initially for three years which may be extended by the state Govt. on the recommendations of the review committee consisting of Chairman, Harco Bank, RCS, Haryana, CGM NABARD, R.O. Haryana and M.D. Harco Bank keeping in view his/her performance on yearly basis. Continuation of service will depend on the performance which will be reviewed by the said committee on annual basis.
8.	Probation	The person appointed on contract basis shall be on probation for one year, his/her continuation as CEO shall be reviewed by the Review Committee after completion of one year.
9.	Antecedent	Selection of the person as CEO shall be subject to verification of his/her antecedent by the police of concerned district except in the case of Officers on Deputation from Apex Bank.

10. Advertisement: Advertisement for appointment of CEO shall be given by MD, HStCB on approval of Govt. of Haryana.

11. Interview and screening: Interview and screening of the candidate shall be conducted by a committee consisting of Chairman Harco Bank, RCS, Haryana, CGM, NABARD, Haryana RO and MD, Harco Bank.

12. The candidate will submit No Objection Certificate (NOC) from his/her employers at the time of joining

13. Selection committee : Chairman Harco Bank, RCS Haryana, CGM NABARD, Haryana RO and MD Harco Bank.

Applications are invited for post of CEOs in all nineteen DCCBs. There will be combined interviews. Candidates are required to give preference for five DCCBs and they will be posted according to their performance in selection procedure. Selections will be on the basis of qualifications, experience and interview. There will be written test if the number of eligible applicants are more than three times of posts. The CEO will be posted initially for a period of three years in a particular Bank. But Govt. will have power to terminate the deputation/contract only after enquiry from the officer not below the rank of Joint Secretary of Govt. or if the work is not found satisfactory by the Review Committee. There will not be any arbitrary transfer/termination of deputation/contract and CEO will be given independence of working in the interest of Bank.
