

Recruitment of Assistant (General) & Assistant cum Driver on probation.

Important: LAST DATE OF RECEIPT OF APPLICATIONS –07/10/2022 up to 5:00 p.m.

BANK PROFILE:

The Daman and Diu State Co-op Bank Ltd., having Head office at Daman and branches at Daman and Diu district, is looking for **Assistant & Assistant cum Driver on probation having experience of working in banking.**

The details are given below:

1. AGE, QUALIFICATION & EXPERIENCE (As on 01.06.2022.)

Sr. No.	Name of the Post		Age	Eligibility
1.	Assistant (General) Basic Pay of Rs. 16,000/- p.m. plus D. A. and H.R.A. with all eligible benefits as per rules	07 Posts	21 to 28 Years	1. Minimum 12 th Std. pass. 2. Desirable CCC plus from NIELIT or any recognised Institute.
2.	Assistant cum Driver Basic Pay of Rs. 16,000/- p.m. plus D. A. and H.R.A. with all eligible benefits as per rules	02 Posts	21 to 28 Years	1. Minimum 12 th Std. pass 2. Desirable CCC plus from NIELIT or any recognised Institute 3. Having valid HMV license.

GENERAL TERMS & CONDITIONS:

- In case of non-satisfactory service or disciplinary issues or issues involving moral turpitude, the employee shall be terminated without any notice or formalities.
- If selected candidate resigns or leave the job before completion of probation period, 3 month's salary shall be recovered as administrative expenses from him / her.
- Posting and liable to service anywhere with U. T. of Dadra Nagar Haveli, Daman, Diu or wherever branches of the Bank are located.

SELECTION PROCEDURE:

- Weightage will be given for his/ her performance.
- Preference will be given to the Candidate having knowledge of computers.
- Number of posts may vary as per requirement and future vacancy in the Bank.
- The recruitment of Assistant shall be purely on qualification and interview performance and there is no requirement to conduct written test. The marks shall be allotted for post of “Assistant “, the following is the marking pattern for selection: -

Bachelor or Graduate or valid Heavy Motor Vehicle (HMV) Driving Licence.	L.L.B., M.B.A., B.C.A., B.Tech., M.C.A., C.A., C.S. M.Com., M.A. (Economics), Bachelor or Master in Statistics.	Completed 10th, 11 th & 12 th Schooling from U.T. of DNH & DD or Domicile Certificate	National level Sport player, N.C.C. “C” Certificate with at least “B” Grade	Interview or Test
Marks	Marks	Marks	Marks	Marks
20	20	20	20	20

- For Driver, the Driving test of “H “is to be conducted compulsorily and only on clearance of “H “, the candidate is eligible to appear for further test or interview.

SUBMISSION OF APPLICATION:

Applicants have to submit their applications with relevant documents in the given format **(ANNEXURE -A)**

Last date for receipt of application is 07/10/2022 up to 5:00 p.m. No application shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, **Superscribing “Application for the post of _____”**
and send it to below stated address: (Name of the post)

General Manager (Administration),
The Daman & Diu State Co-op Bank Ltd.,
Head Office: H. No. 14/54,
1st Floor, Dilip Nagar,
Nani Daman-396210

GENERAL INSTRUCTIONS:

- a) Application to be filled in Capital letters only.
- b) While applying for the post, the applicant should ensure that he/ she completely fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment or service that a Candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect or false information or has surpassed any material fact(s), his/ her candidature shall automatically stand cancelled. If any of the above short coming(s) is/ are detected even after appointment, his/ her appointment is liable to be terminated without any notice.
- c) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves all the rights to fill or not to fill the above advertised position without assigning any reason thereof.
- d) If any candidate is applying for more than one post, then he/she has to separate application for each post.
- e) Merely submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for interview.
- f) The Bank reserve right to reduce number of vacancies, candidate or qualification as per its requirement and the decision shall be final.
- g) In case of any outside pressure or recommendation for any candidate to the Bank or any of its official shall be taken seriously and the candidate will be disqualified at any stage.
- h) Probation period of 2 Years of the candidate will be confirmed on successful production of (i) "CCC" Certificate from NIELIT recognised center. (ii) Certificate course in Microsoft Excel (Advance) (iii) Any of following two certificate courses from IIBF: -
 - (1) AML/KYC
 - (2) Basics of Banking
 - (3) Digital Banking
 - (4) Ethics in Banking
 - (5) Business Correspondents/Facilitators
 - (6) Information System Banker

If a candidate fails to complete probation as per above, his service will be terminated without notice.

- i) In case of any doubt/clarification please contact below:
General Manager (Administration)
The Daman & Diu State Co-op Bank Ltd.,
Head Office: H. No. 14/54,
1st Floor, Dilip Nagar,
Nani Daman-396210
Mobile: 9824115885.
E-mail: adm@3dcoopbank.in

APPLICATION FOR THE POST OF ASSISTANT, ASSISTANT CUM DRIVER

To,
 General Manager (Administration),
 The Daman & Diu State Co-op Bank Ltd.,
 Head Office: H. No. 14/54,
 1st Floor, Dilip Nagar,
 Nani Daman-396210

Paste Recent
 Passport Size Photograph
 &
 Sign across the Photograph

With reference to your advertisement on Bank's website dated. _____, I submit my application in prescribed format.

Application for the post of: - [_____] (please mention for the Post applied)
 Assistant, Assistant cum Driver.

1.	First Name: (In Block Letters)	
	Middle Name: (In Block Letters)	
	Last Name: (In Block Letters)	
2.	Address for Correspondence:	
3.	Permanent Address	
4.	a. Date of Birth (As per School leaving Certificate): (DD-MM-YYYY)	
	b. Age in completed years as on 01.06.2022:	
5.	Contact Details:	
	a. Mobile No.	
	b. Landline No.	
	c. Email Id.	
6.	Gender:	
7.	Nationality:	

8.	a. Birth Place:	
	b. Native Place:	
9.	Religion:	
10.	Category (General / SC/ ST / OBC.	
11.	Domicile of	
12.	Marital Status:	
13.	Education Qualification	

Sr. No.	Qualification/Certification	Board / University	Year of Passing	Percentage/ Final Result.
1.				
2.				
3.				
4.				

(Copies of all educational qualifications are to be attached).

14.	Experience -						
Sr. No.	Name of Bank	Designation	Duration		Responsibility	Pay Scale	Extra Ordinary Achievements
			From	To			
16.	Specific experience of working if any:						
17.	a. Details of Present Employment:						
	b. Organization						
	c. Full Address:						
	d. Position:						

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated without notice. I am willing to serve anywhere in any branch of the Bank.

I hereby agree that any legal proceeding in respect of any matter of claims or disputes arising out of this application and/ or out of said advertisement can be instituted by me only in the Courts/ tribunals/ forums at Daman to undertake to abide by all the terms & conditions mentioned in the detailed advertisement.

(Signature of Applicant)

Place:

Date:

Enclosures: (Self attested copies)

1. Aadhar Card.
2. PAN Card.
3. Birth Certificate / School Leaving Certificate.
4. Educational Qualification.
5. Experience Certificate