

**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 Officer in The Haryana State Cooperative Apex Bank Ltd, Chandigarh from eligible candidates on deputation/ contract basis in the prescribed Application Proforma.

The candidate may preferably not be above 55 years of age as on 01.09.2017. 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. Preference will be given to candidates having higher qualifications and experience. For more details regarding pay & emoluments, eligibility, qualifications, experience, age, terms and conditions, prescribed Application Proforma, visit websites www.harcobank.nic.in / www.rcsharyana.gov.in. Application complete in all respect mentioning "Application for the post of Chief Executive Officer of Harco Bank" 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 03.10.2017 upto 3.00 P.M.

The advertisement for the post of CEO, published in Hindustan Times and Dainik Jagran dated 20.07.2016 be treated as cancelled and the applicants who earlier applied for the post of CEO, in response to Bank's advertisement dated 20.07.2016 shall have to apply afresh. The applications fee so received shall be refunded shortly.

Managing Director

The Haryana State Cooperative Apex Bank Ltd., Chandigarh

Application for the post of Chief Executive Officer in the Haryana State Cooperative Apex Bank Ltd, Chandigarh

1. Name
(Capital letters)
2. Father's/Husband's Name
3. Date of Birth
(As on _____ Years _____ Months _____ Days _____)
4. (a) Educational qualifications :

Recent passport size photograph

Sr.No	Qualification	University/ Boards	Subject	% of Marks Obtained
1				
2				
3				
4				

(b) Professional qualifications

- 1.
- 2.
- 3.

5. (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. _____.

6. Permanent Home Address :

7. 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.....

(Signature of the Candidate)

Date

(Full Name) _____

Annexure-‘A’

	Details	
I	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 any 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

**THE HARYANA STATE COOPERATIVE APEX BANK LTD.,
CHANDIGARH**

**OPERATIONAL STRATEGY FOR APPOINTMENT OF CEO
IN THE HARYANA STATE COOPERATIVE APEX BANK LTD**

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1. **Eligibility:** The person should be a citizen of India.
2. **Qualification & 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 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.
 - e) Knowledge of Hindi up to Matric Standard.
3. **Age:** The person may preferably not be above 55 years of age as on 01.09.2017.
4. **Preferential Criteria:** Preference will be given to candidates with higher qualifications and experience.
5. **Pay and Emoluments**
 - A. **In case of Deputation**
 0. **Pay-scale**
 - 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. 10000/- per month may also be considered.
 - ii) **Dearness & other allowances:** Person shall 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 & Medical facility:** As per Haryana Government Rules/ instructions applicable to Managing Director of HARCObANK or as per his/her entitlement in his/her parent Bank / Financial Institution /Deptt.
 - iv) **Residential Facility:-** Actual rent or up to Rs. 20000/- per month whichever is less

- v) **Travelling Allowance & Daily Allowance:** As per Haryana Government Rules/ instructions applicable to M.D of Harco Bank or as applicable in his/ her parent organisation.
- (vi) **GPF/EPF & Family pension contribution:** As per rates and terms & conditions fixed by the Parent Bank/ Department/ Financial Institution from time to time.
- (vii) **Leave salary, Gratuity, Administrative charges on Provident Fund Pension Contribution etc:** As per rates and terms & conditions fixed by the parent bank/ Financial Institution/ department.
- (viii) **Telephone Facility:-** Person shall get telephone facility with internet at his/her residence subject to maximum of Rs. 5000/- 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 Institution/ Department.
- (x) **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.
- (xi) **No Objection Certificate/Conduct Certificate :** The person to be appointed as CEO should submit No Objection Certificate from his/her employer at the time of joining.
- (xii) **Period of appointment :** The period of appointment shall be initially for three years that may be extendable by the State Govt. on the recommendations of review Committee (consisting of Chairman HARCO Bank, RCS Haryana & CGM NABARD) constituted for this purpose 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.

B. In case of Contract

- (i) **Salary:** Person will get fixed salary of Rs.1,50,000/- p.m. inclusive of Dearness Allowance
- (ii) **LTC/ Medical Facility:** As per Haryana Govt. rules/instructions applicable to MD of Harco Bank.
- (iii) **Residential Facility:** Actual rent or upto Rs.20000/- p.m. whichever is less.
- (iv) **Travelling Allowance:** As per Haryana State Govt. rules (as applicable to MD of HARCO BANK).
- (v) **Daily Allowance:** As per Haryana State Govt. rules (as applicable to MD of HARCOBANK).

- (vi) **EPF contribution:** EPF contribution shall be @ 12% of fixed salary or as applicable in case of MD HARCOBANK).
- (vii) **Telephone facility:** Person shall get telephone facility with internet at his/ her resident subject to maximum of Rs.5000/- per month, if not provided by the bank.
- (viii) **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.
- (ix) **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) constituted for this purpose 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.
- (x) **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.
- (xi) **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.
6. **Screening:** Screening of the candidates shall be conducted by a Committee consisting of Chairman HARCO Bank, RCS Haryana & CGM NABARD, RO Haryana.
7. **Interview/Selection Committee:-** Chairman HARCO Bank, RCS Haryana and CGM NABARD R.O Haryana.
8. The application should reach to the Managing Director, Harcobank, Chandigarh by the Registered Post /Speed Post or sealed envelopes against acknowledgement on or before 03.10.2017 (upto 3 PM) with Demand Draft of Rs.100/- favouring Managing Director, The Haryana State Co-operative Apex Bank Ltd., Chandigarh.
9. The candidate will submit 'No Objection Certificate (NOC) from his/her employer at the time of joining.
