



**The Mehsana Urban  
Co-Op. Bank Limited**  
(Multi State Scheduled Bank)

## **RECRUITMENT NOTICE**

The Mehsana Urban Co-operative Bank Ltd., one of Gujarat's leading Multi-State Co-operative Banks is looking for qualified and experienced talents in following areas :-

<b><u>Online Registration of Application starts from</u></b> 03-10-2024	<b><u>Last date for Online Registration of Application</u></b> 15-10-2024 (upto 23:59 Hours )
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### **[1] CHIEF EXECUTIVE OFFICER [CEO]**

Number of Posts	-01-
Position	Chief Executive Officer
Age Limit As on date	Between 35 years to 60 years as on 01/10/2024
Educational Qualifications	Graduation/Post Graduation in any stream [recognized/ approved by Government, Government Bodies/ AICTE], CAIIB/ CA/MBA is preferable but not necessary.
Experience	Minimum -10- years of experience with Co-Op Banks/Commercial Banks in Senior Management level cadre in respect of one or more of Operational Banking, Credit, Investment and Treasury Management, etc.
Role & Responsibility	The Chief Executive Officer shall be holding overall charge of the Bank and he will be responsible to implement the vision of the Bank.
Requirement of Skills	<ul style="list-style-type: none"><li>➤ Proven experience of leadership role in Banks/FIs/NBFC. Preference will be given to a candidate with similar experience of working in Co-operative Bank/s.</li><li>➤ To act and perform the role of the Head of the Bank, handle all operational issues, credit/recovery matters, Treasury Management of the Bank.</li><li>➤ Formulate &amp; Implement business development strategy for the Bank in consultation with the Board.</li><li>➤ Should be having a proven track record in the field of Audit, Risk Management, and compliance.</li><li>➤ Should be well versed with the laws and regulations applicable to Co-operative Banks.</li><li>➤ Oversee the implementation of technology solutions throughout the organization.</li><li>➤ Should be a person with good communication skills, high integrity and to protect interests of the stake-holders.</li></ul>
Posting	Bank's Head Office, Mehsana
Remuneration	At par with industry, negotiable

### **[2] GENERAL MANAGER [CREDIT]**

Number of Posts	-01-
Position	General Manager [Credit]
Age Limit As on date	Not more than 50 years
Educational Qualifications	<p>Chartered Accountant from Institute of Chartered Accounts of India and/or CMA through ICMAI with overall experience of Credit department for 10 Years and above in the rank of Asstt. General Manager and above.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>MBA[Finance] from a reputed University with overall experience of Credit for 10 Years and above in the rank of Asstt. General Manager and above..</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Graduate from a reputed University with overall experience of Credit at Asstt/Deputy General Manager in Nationalized or Scheduled Bank or large sized Co-Operative Banks for a minimum of 5 Years and above.</p>
Role & Responsibilities	<ul style="list-style-type: none"> <li>➤ To act and perform the role of the Head of the Credit Department of the Bank at Mehsana, to handle all types of issues and matters pertaining to the credit department of the Bank,</li> <li>➤ Vetting and finalisation of various policies relating to the Credit Department of the Bank in line with guidelines of the RBI and implement thereof.</li> <li>➤ Finalisation of credit appraisal note, submitted by the processing team and wherever require to present the credit proposals to the Board for their satisfactions.</li> <li>➤ Adequate knowledge of documentation work for the Loan and advances department of the Bank.</li> <li>➤ To oversee the Effective Credit monitoring function of the Bank and also to handle the matters relating to EWS, SMA, NPA, NCLT, DRT, Recovery actions under various statutes to recover the banks dues etc.</li> <li>➤ Provide guidance, support to Risk Management department , work out strategy for managing and mitigating various credit risks in consultation with Risk management department.</li> <li>➤ To handle and attend to RBI compliance matters for the Credit department, Audit and Inspection relating to the credit matters of the bank.</li> <li>➤ To perform the developmental role for the Bank as per the vision of the Top Management.</li> <li>➤ Implement efficient processes, standards and Fair Practices code.</li> <li>➤ Mentor and motivate teams to achieve productivity and engagement and constant improvement in quality of the credit proposal.</li> <li>➤ To appraise the Top Management on Credit related matters and performance and suggest improvements.</li> </ul>
Experience	Complete knowledge of Credit, Credit Monitoring, Recovery and all norms and guidelines pertaining to Credit in Banks more particularly applicable to Co-Op Banks .

	The candidate should be well conversant with the norms/guidelines of the Reserve Bank of India pertaining to all area of Credit.
Remuneration	At par with industry, negotiable
Posting	At Bank's Head Office, Mehsana.

### **[3] GENERAL MANAGER [OPERATIONS]**

Number of Posts	-01-
Position	General Manager [Operations]
Age Limit As on date	Not more than 50 years
Educational Qualifications & Experience	<p>Graduate/Post graduate from a reputed University with overall experience of handling Banking operations, in the rank of Deputy/Assistant General Manager in Nationalized or Scheduled Bank or large sized Co-Operative Banks for a minimum of 5 Years and above.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>CA/ICWA with JAIIB/CAIIB with overall experience of heading the Branch for a minimum of 10 Years and above.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>MBA[Finance] with JAIIB/CAIIB from a reputed University with overall experience of heading the Branch for 10 Years and above.</p>
Role & Responsibilities	<ul style="list-style-type: none"> <li>➤ To act and perform the role of the Head of the Banking Operational team, handle all operational issues and matters of the Bank.</li> <li>➤ To work out strategy for managing and mitigating operational risks in consultation with Risk Management Department.</li> <li>➤ To handle and attend to RBI compliance matters, Audit and Inspection relating to the operational matters of the Bank.</li> <li>➤ Formulate business development strategy for the Bank in consultation with Top Management Team and operating units.</li> <li>➤ Design various deposits products, policies that align with overall strategy and in compliance with RBI guidelines.</li> <li>➤ Implement efficient processes, standards and Fair Practices Code.</li> <li>➤ Coordinate customer service operations and find ways to ensure customer retention and redressal of customer grievances.</li> <li>➤ Ensure compliance with local and international laws [e.g. data protection]</li> <li>➤ Oversee the implementation of technology solutions throughout the organization.</li> <li>➤ Manage contacts and relations with customers, vendors and other stakeholders.</li> <li>➤ Evaluate risk and display quality assurance efforts.</li> <li>➤ Oversee expenses and budgeting to help the organization optimize costs and benefits.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Mentor and motivate teams to achieve productivity and engagement. To appraise the Top Management on operational performance and suggest improvements.</li> </ul>
Requirement of Skills	<ul style="list-style-type: none"> <li>➤ Proven experience as leadership role in Banks. Preference will be given to a candidate with similar experience of working in Co-operative Bank/s.</li> <li>➤ Thorough knowledge of all General Banking functions including HR, Inspection Audit and IT [More particularly Finacle]</li> <li>➤ Knowledge of data analytics and reporting</li> <li>➤ Excellent with numbers and financial planning.</li> <li>➤ Outstanding communication and negotiation skills.</li> <li>➤ Excellent organizational and leadership ability</li> <li>➤ Problem solving aptitude</li> <li>➤ Complete knowledge of RBI Guidelines/ Rules/ Regulations pertaining to Operations of Co-Operative Bank.</li> </ul>
Remuneration	At par with industry, negotiable
Posting	At Bank's Head Office, Mehsana.

## **PROCESS FOR SUBMITTING APPLICATION**

- [1] Eligible and willing candidates are advised to apply online through the Bank's website <https://www.mucbank.com> [Home → Career].
- [2] The application portal shall remain open for applying from 03/10/2024 to 15/10/2024 [upto 23:59 hours].
- [3] After submitting the application online, the candidate is advised to download the application from system take print-out of downloaded application from system.
- [4] While submitting application online as well as hard copy, please verify that e-Mail ID and Mobile Number are mentioned correctly.
- [5] The candidate is required to pay non-refundable Application Fee of Rs.500/- [Rupees five hundred only] by Demand Draft in favour of "The Mehsana Urban Co. Op. Bank Ltd.", payable at Mehsana.
- [6] The candidate to ensure that hard-copy of application along with self-attested photocopies of Experience, Educational Qualifications and Professional Qualifications certificates, along-with Demand Draft of Rs.500/- reaches to HR Department, The Mehsana Urban Co. Op. Bank Ltd., Head Office, Corporate Building, Highway, Mehsana-384002 [Gujarat], on or before 20/10/2024.
- [7] If the hard-copy of online application along-with self-attested photocopies of above cited Certificates and Demand Draft of Rs.500/- is not received by 20/10/2024, the online application made by the candidate shall stand cancelled and no further communication in this regard will be entertained.