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

Head Office, Mehsana

RECRUTIMENT NOTICE

Mehsana Urban Cooperative Bank ltd., having more than 10,800 crores business and , One of Gujarat's leading Multistate cooperative Banks is looking for qualified and experienced human resources in following areas.

Online Registration of Application starts from :17 .02.2021	Last date for Online Registration of Application: 01.03.2021
Payment of Fee by Demand Draft / Pay Order : 17.02.2021 to 01.03.2021	

POST CODE	Role	Grade/ Scale	No of Vacancies	Age Limit (Can be relaxed in deserving cases)	Educational Qualification	Post Qualification Experience	Vacancy Places	Remuneration
1	**Branch Head**	Assistant General Manager / Chief Manager [Scale-V & IV]	**15**	Min - 28 Yrs Maximum 45 Yrs	Graduate with minimum 60 %, Preferable additional qualification-CAIIB	Minimum -10- years experience as an Officer in Nationalised/reputed Private Bank including -05- years of experience as Branch Head in Nationalised/reputed Private Bank at branches having business of 200 crores and more with 120 Crores or more Advances. The candidate should be proved performer.	Mehsana Ahmedabad, Surat, Gandhidham, Mumbai, Rajkot and other Places in Gujarat and Maharashtra	At par with Industry-negotiable.
2	**Credit**	Chief Manager [Scale IV]	**3**	Min - 28 Yrs 40	CA or ICWA or 2 Years Full Time, MBA or equivalent post-graduation degree/diploma, with specialisation in Finance.	Minimum -5- years in Processing/Appraisal of Corporate Credit (Experience of working in Credit Deptt. in large Banks will be preferable). For candidates with CA qualification, the Post-qualification experience shall be relaxed to **3 years.**	Mehsana	At par with Industry-negotiable.
3	**Treasury Management/Asset Liability Management**	Chief Manager [Scale IV]	**1**	Min - 28 Yrs 40	Graduate with minimum 60 %, Preferable additional qualification-CAIIB	Minimum 3 years Post-qualification experience of Treasury functions/Asset Liability functions of Banks/Mutual Funds.	Mehsana	At par with Industry-negotiable.
4	**Legal**	Senior Manager [Scale III]	1	Min - 28 Yrs Max. - 35 Yrs	A Bachelor Degree in Law.	Minimum -5 -years as Law Officer in Legal Dept of a Scheduled Commercial Bank, Central / State Govt or PSU or practicing at Bar or Judicial Services.	Mehsana	At par with Industry-negotiable.
5	**HR**	Senior Manager [Scale III]	1	Min - 28 Yrs Max. - 35 Yrs.	A Bachelor/ Master Degree in Personnel Management or qualification related to HR	Minimum -5- years experience as HR Officer in Bank /Reputed Organisation	Mehsana	At par with Industry-negotiable.
6	**Compliance Manager**	Senior Manager [Scale III]	1	Min - 28 Yrs Max. - 35 Yrs.	Graduate with minimum 60 %	Minimum -5- years experience as Compliance Officer in Bank /Reputed Organisation	Mehsana	At par with Industry-negotiable.
7	**Public Relations Manager**	Senior Manager [Scale III]	1	Min - 28 Yrs Max. - 35 Yrs.	Graduate with minimum 60 %	Minimum -5- years experience as Public Relations Officer in Bank /Reputed Organisation	Mehsana	At par with Industry-negotiable.
8	**Secretary to Board**	Senior Manager [Scale III]	1	Min - 28 Yrs Max. - 35 Yrs.	Company Secretary	Minimum -3- years experience as Secretary to Board	Mehsana	At par with Industry-negotiable.
9	**Marketing/ Sale**	Manager [Scale II]	4	Min - 25 Yrs Max. - 35 Yrs.	2 Years Full Time, MBA or equivalent post-graduation degree with specialisation in Marketing/Sales/Retail.	Minimum -2- years sales experience in Banks/NBFC OR DSA with 2 year of selling experience of Banking products of any Bank/NBFC.	Mehsana, Ahmedabad Surat and other Places in Gujarat and Maharashtra	At par with Industry-negotiable.

		General Instructions
1.		Candidate can apply for only one post under this project.
2.		Candidates, intending to apply for the said post should ensure that they fulfill the minimum eligibility criteria specified. Eligibility Criteria with regards to Age, Qualification and Post Qualification Work Experience would be taken as on XX.02.2021. Courses completed through correspondence / part-time are not eligible. The institute should be recognized / approved by Govt., Govt. bodies / AICTE. Post-qualification experience below 6 months in any organization would not be considered. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this context.
3.		The candidate to provide experience certificate of having requisite qualification, experience and current salary package.
4.		The process of Registration of application is complete only when fee is deposited with the Bank through Demand Draft / Pay Order mode on or before the last date for fee payment.
5.		a. Candidates should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicate the same in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms. b. Calculation of Percentage: The percentage of marks, unless mentioned by the University/ Board, shall be arrived at, by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any, multiplied by 100. This will be applicable for those Universities also where class/ grade is decided on the basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
6.		Candidates are advised to check Bank's website https://www.mucbank.com for details and updates.
7.		The selection process will comprise **short listing followed by online test and /Group discussion and/or Interview of candidates.** Bank may, at its discretion, consider conducting of Descriptive / Psychometric Test / Group Discussion for different scales.
8.	i.	Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
	ii.	**Intimations will be sent by email only to the email ID registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorised Bank's website https://www.mucbank.com for latest updates.
	ii.	In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for online test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for Online test/GD/ interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc. The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of Online test /GD/ interview without assigning any reason.
9.		Candidates will have to appear for the GD/interview at their own expense.
10.		Probation Period will be of -1- year of active service from date of joining the Bank.
11.		Service Bond : For those selected on Regular basis, they will be required to mandatorily execute a Service Bond as under: *'Serve for a minimum period of -3- years in the Bank after joining the services or in lieu thereof an amount of ` 1.5 Lacs'*
12.		**Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
13.		Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Bank and subject to service and conduct rules of the Bank. Decision of Bank will be final and binding on candidates.

List of Documents to be produced at the time of further selection process(as applicable):

The following documents in original together with a self attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

    i.   Printout of the valid GD/ Interview Call Letter
    ii.   Valid system generated printout of the online application form
    iii.   Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
    iv.   Photo Identify Proof (Aadhar Card /Pan card /Passport/ Driving License/ Voter's Card)
    v.   Individual Semester/Year wise Mark sheets & certificates for educational qualifications including the final degree/diploma certificate.
    vi.   Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
    vii.   Any other relevant documents in support of eligibility.

Note: Candidates will not be allowed to appear for the interview if he/ she fail to produce the relevant eligibility documents as mentioned above.Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.No documents should be directly sent to the Bank by candidates before or after the interview.

APPLICATION FEE (Non-refundable) – Rs.400/- (Rs. Four hundred only)

The candidate is required to pay the non-refundable application fee/Intimation charges irrespective of whether online test is conducted or not and even if the candidate is shortlisted or not for the interview.

Mode of Payment:

i. Candidates have to make the payment of requisite fee/intimation charges through Demand Draft / Pay Order mode only.
ii. **Candidates are required to <u>take a print of online application and attache Demand Draft / Pay Order and send at "HR Department, Corporate Office, Highway, Mehsana – 384002, Gujarat.</u>**

iii. <u>**Without call letter, the candidates will not be allowed to appear for online Test/GD/Interview.**</u>

NOTE:
o After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charges.
o To ensure the security of your data, please close the browser window once your transaction is completed.
o *Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded on any account nor can it be held in reserve for any other recruitment or selection process.*

HOW TO APPLY:-

i. **Candidates are required to apply Online through website https://www.mucbank.com. No other means/ mode of application will be accepted.**
ii. **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active till completion of this recruitment project. Bank may send call letters for Online test, GD, interview etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
iii. Candidates should scan their photograph and signature, ensuring that both the photograph (4.5cmX3.5cm) and signature adhere to the required specifications as given in Annexure I to this Advertisement.
iv. **Signature in CAPITAL LETTERS shall NOT be accepted.**
v. Carefully fill in the necessary details in the Online Application Form at the appropriate places and submit the same Online.
vi. Use of special characters while filling the form will not be allowed**. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered.** When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. <u>Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent</u>. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be **<u>available for three times only</u>**. Once the application is filled in completely, candidate should submit the data.
vii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the '**SAVE AND NEXT'** facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **FINAL SUBMIT** button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.
viii. There is a provision to modify the online application **prior to submission** only. Candidates are requested to make use of this facility to correct the details in online application, if any.
ix. **The name of the candidate and his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets/photo identity proofs etc. Any change/ alteration found may disqualify the candidature.**
x. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
xi. **An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid**
xii. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

NOTE**:**
o After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference.
o Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam.
o Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Date : 17.02,2021

Chief Executive Officer

ANNEXURE I

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE :

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

(i)   **Photograph Image :-**
 - Photograph must be a recent passport style colour picture.
 - Make sure that the picture is in colour, taken against a light coloured, preferably white background.
 - Look straight at the camera with a relaxed face.
 - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
 - If you have to use flash, ensure there's no "red-eye".
 - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
 - Dimensions 200 x 230 pixels (preferred)
 - Size of the file should be between 20kb – 50kb.
 - Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii)   **Signature Imaging :-**
 - The applicant has to sign on white paper with Black Ink Pen.
 - The signature must be signed only by the applicant and not by any other person.
 - The signature will be used to put on the Call letter and wherever necessary.
 - If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of the file should be between 10kb – 20kb.
 - Ensure that the size of the scanned image is not more than 20kb.
 - **Signature in CAPITAL LETTERS shall NOT be accepted**

(iii)   **Scanning the photograph & signature :-**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

   Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

   If the file size and format are not as prescribed, an error message will be displayed.

   While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

(iv)   **Procedure for uploading the Photograph and Signature :-**
 (i) There will be two separate links for uploading Photograph and Signature.
 (ii) Click on the respective link 'Upload Photograph/ Signature".
 (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
 (iv) Select the file by clicking on it.
 (v) Click the upload button.

Your Online Application will not be registered unless you upload your photograph and signature as specified.
Note :-
1. *In case the face in the photograph or signature is unclear, the candidate's application may be rejected.*
2. *After registering online, candidates are advised to take a printout of their system generated online application forms.*
3. *In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.*