

ANNEXURE-1

For office use:

Application No.

To,

Chief Executive (CEO)
 District Central Cooperative Banks J&K UT,
 Sehkar Bhawan,
 Rail Head,
 Jammu-180012.

*Please paste latest
 passport size photograph
 and sign it across.*

APPLICATION FOR THE POST OF EXECUTIVE MANAGER (EM) & MANAGING DIRECTOR (MD)

Please tick the appropriate boxes

Direct Recruitment	EXECUTIVE MANAGER		MANAGING DIRECTOR		
Deputation	<input type="checkbox"/>	If yes, indicate the name of the Organization			

I. PERSONAL INFORMATION

Name in Full (In Block Letters)	First Name*																			
	Middle Name																			
	Last Name																			

Father's/ Husband's Full Name(In Block Letter)	First Name*																				
	Middle Name																				
	Last Name																				

Sex*	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Others <input type="checkbox"/>
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DateofBirth*	D	D	M	M	Y	Y	Y	Y
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Language *	
Correspondence Address*	City-
	District -
	Pin Code-
Permanent Address*	City-
	District -
	PinCode-
E-MailID*	
TelephoneNo.	
MobileNo.*	

Candidate should have knowledge of local language and preferably with a rural background, to satisfy the HR Policy of the Bank/s.

II. EDUCATIONAL QUALIFICATION (LATEST FIRST)

(a) Academic Qualification (latest first)

Qualification	Subjects	Board/University	Year of passing	Overall % of Marks

(b) Professional Qualification

Name of the Degree/Diploma etc./Full-Time/Part Time	Name of the Institution	Year of passing	Class/Grade received

III. WORK EXPERIENCE

(a) Direct Recruitment

Note: The candidate should have an experience of Minimum 8 years in Middle/Senior level Management as on the last date of receipt of applications (i.e. as on 30.09.2024) in different verticals/domains, in Scheduled Commercial Banks (SCBs)/ Public Sector Financial Institutions (FIs)/ Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India.

Name and address of the Employer	Designation	Scale/Grade*	Department	Job Profile (clearly articulating the duties, role, responsibilities and achievements)	Period (Month & Year)		Total Duration in Years & Months
					From	To	

(b) Deputation Candidates (SCBs/FIs/Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India)

Note: the candidate should have experience of Minimum 08 years in senior/ Middle level Management as on the last date of receipt of applications (i.e. as on 30.09.2024) in different verticals/domains, in Scheduled Commercial Banks (SCBs)/Financial Institutions (FIs) / Public Sector Organizations in Financial Sector in India and Regulatory Bodies in India.

Name and address of the Employer	Designation	Scale/Grade*	Department	Job Profile(<i>clearly articulating the duties, role, responsibilities and achievements</i>)	Period (Month & Year)		Total Duration in Years & Months
					From	To	

(c) Any other relevant detail in terms of qualification and experience(for all applicants viz.External/Internal/Deputation)

Any other relevant detail in terms of qualification, experience, contributions and achievements that justifies suitability for the Post.	
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IV. DECLARATION:

- i. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage ,it is found that any information given in this application is false/in correct or that any material information/fact has been suppressed or that I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled/terminated forthwith. I have read and understood the stipulations given in the advertisement and hereby undertake to abide bythesame.
- ii. I do understand that even if I meet the eligibility criteria ,I would be subjected to a process of short listing and the PBODs of the respective Bank will consider only the shortlisted candidates for interview and final selection.
- iii. I have enclosed all the documents as per the checklist(Annexure-2)to this Application Form.

No .of enclosures_____Sheets.

Date:

Name & signature of the applicant

Place:

ANNEXURE-2

Check list of documents to be submitted along with the Application Form-

1. Proof of Age.
2. Certificates of Academic qualifications.
3. Certificates of Professional qualifications.
4. Documents in support of work experience (Illustratively, this could include: Experience Certificates from the past and current employers, appointment letters, pay or salary slips in order to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any).
5. For candidates applying on Deputation basis, the Annual Performance Appraisal Reports of last three years need to be submitted along with the application and relevant documents and the entire set needs to be routed through proper channel.

ANNEXURE-3

	Details	
1	Personal details of the candidate	
1.1	Full Name	
1.2	Date of Birth	
1.3	Educational Qualification	
1.4	Relevant Background and experience including details of current / previous occupation	
1.5	Permanent address	
1.6	E-mail Address /Telephone No.	
1.7	Present Address	
1.8	Permanent Account Number under the income Tax Act and name and address of income Tax Circle	
1.9	Record of relevant professional achievements	
1.10	Relevant knowledge and experience	
1.11	Any other information relevant for the purpose	
2	Relevant relationships	
2.1	List of relatives if any who are working in the Bank	
2.2	List of entitles if any in which he /she is considered as interested	
2.3	Fund and non –fund facilities, if any, presently availed by him/her and/or by entitles listed in ‘b’ above from Bank	
2.4	Cases, if any, where the candidate or entitles 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 of any other Bank.	
3	Proceedings, if any against the candidate	
3.1	If the candidate is member of a professional association /body, details of disciplinary action, if any, pending or commenced or resulting in conviction in the past against him /or whether he /she has been banned from entry into any profession /occupation at time.	
3.2	Details of prosecution if any pending of commenced or resulting in conviction in the past against the candidate and /or against any of the entitles listed in II(b) for violation of economic laws and regulations	
3.3	Details of criminal prosecution, if any pending or commenced or resulting in conviction in the last five years against the candidate	
3.4	Has the candidate or any of the entities at II (b) above been subject to any investigation at the instance of Government or agency?	

3.5

Has the candidate at any time been found quilt of violation of rules /regulations/legislative requirements by customs /excise /income tax / foreign exchange/ other revenue authorities, if so given particulars?

Undertaking

I confirm the above information is to 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.

Signature

Place and Date: - As Applicable