

## **LAXMI MAHILA NAGRIK SAHAKARI BANK MARYADIT, RAIPUR**

**1<sup>ST</sup> Floor, Millennium Plaza, Oppst. Shahid Samarak, G.E. Road, Raipur (C.G.)**

### **Appointment of Senior Manager of Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur**

Application for the post of “**Senior Manager**” for ***Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur*** in the state of Chhattisgarh are invited from suitably qualified and experienced candidates.

#### **Qualification and Experience:**

**Age:** Preferably Not more than 40 years as on **30.09.2016**

**Qualification:**

The person to be appointed as Senior Manager shall at least be a

Graduate with any discipline

Master of Business Administration degree in any discipline with minimum 55% of passing marks.

Experience: The person shall have at least five years work experience at marketing or sales or both and at least one year experience as Branch Manager in the banking sector. All employee of **Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur**, who fulfill educational Qualification and having above mentioned experience will be eligible for **Senior Manager** Post.

**Preference:** The candidates worked in Urban Cooperative Bank in past previous.

**Salary and Perquisites:** As scale published in advertisement.

**Number of vacancies:** One.

#### **Job Responsibilities:**

As decided by Bank’s Management/Board of Directors.

#### **Process of Selection:**

Applications received shall be screened and shortlisted by a Staff committee to assess whether they meet the eligibility criteria. The decision of the Staff Committee will be final. Shortlisted Candidates will then be called for further selection process.

The selection process comprises of Interviews and/or Group Discussions (GD). The Interview &/or GD will cover topics such as Banking Business, Leadership Qualities etc that is expected of a **Senior Manager**. The details of the venue and date will be made known in due course.

**How to apply:**

Application form can be downloaded from the website of The Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur i.e. www.laxmimahilabank.com. And same is available at bank premises also.

Interested candidates may send the application in the prescribed application form **(By courier or by hand)** with demand draft enclosed of Rs. 500 /- (In words Rupees five hundred only) in favor of **“LAXMI MAHILA NAGRIK SAHAKARI BANK MARYADIT, RAIPUR”**. Please note that above demand draft made is non refundable in any circumstances, so applicants must read the eligibility criteria before applying for the said position giving all relevant details with self-attested copy of all testimonials/work experience along with two passport size photographs to the following address:

**Managing Director, Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur, Head Office – 1<sup>st</sup> Floor, Millennium Plaza Complex, Oppst Shahid Smarak, G.E. Raod, Raipur – Chhattisgarh 492001.**

**The last date for receiving application shall be 26.12.2016**

**Format of Application for the post of Senior Manager, Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur**

To

The Managing Director,

The Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur

Head Office, Millennium Plaza, G.E. Road, Raipur - Chhattisgarh

Dear Sir

With reference to the advertisement for the appointment of Senior Manager, my application is appended below in the prescribed format:

Table - I

Sl. No	Particulars	
<b>I</b>	<b>Personal details of the candidate</b>	
a	Full Name	
b	Father's Name	
c	Date and Place of Birth	
d	Nationality	
e	Languages known	
f	Educational qualification since graduation detailed in table two below	
g	Present and Permanent Address	
h	Email-address and telephone/cell number	
i	Experience including details of current and previous occupation detailed in table three below	
j	Details of the professional achievement	
k	Any other information relevant for the purpose	
<b>II</b>	<b>Relevant relationships</b>	
a	List of relatives if any who are connected with <b><u>Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur.</u></b>	
b	Fund and non-fund facilities if any presently availed by him/her from <b><u>Laxmi Mahila Nagrik Sahakari Bank Maryadit, Raipur.</u></b>	
c	Cases, if any, where the candidate 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	

<b>III</b>	<b>Proceedings, if any, against the candidates</b>	
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 barred from the 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 candidates and/or against any of the entities listed in II above for violation of the 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 above been subject to any investigation at the instance of government department or agency?	
e	Has the candidate at 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.	
<b>IV</b>	<b>Any other information considered relevant for appointment for the above post.</b>	

**Table II- Particular of educational & professional qualification (As on the date of application)**

Particulars of educational & professional qualification	Name of the Institute/University	Division	Percentage of marks	Year of passing

**Table III- Particular of experience including the present occupation/Job (As on the date of application)**

Name of the employer(s)	Designation and rank if any	Period of service		Length of service	Nature of duties performed in detail
		From	To		

**Undertaking:**

I hereby declare that the above information is to the best of my knowledge and belief true and complete. I understand that in the event of any information being found incorrect and incomplete at any stage or not satisfying the eligibility criteria, my candidature/appointment is liable to be cancelled/terminated. I undertake to keep the bank fully informed, as soon as possible, all the events which take place subsequent to my appointment, which are relevant to the information provided above.

I agree that any legal proceeding in respect of any matter/s claims or disputes arising out of this application and /or out of said advertisement can be instituted by me only at Courts/Tribunal/Forum at Raipur only.

I undertake to abide by all the terms and conditions mentioned in the advertisement.

Place:

Date:

Signature: