

**GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES
NAHARLAGUN**

Recruitment for the post of Managing Director-cum-CEO

IMPORTANT INSTRUCTIONS

Applications are invited from citizens of India for appointment as Managing Director-cum-CEO, of the Arunachal Pradesh State Co-operative Apex Bank Limited Naharlagun, a Co-operative Bank sponsored by the Government of Arunachal Pradesh on deputation for a period of three years extendable by another two years depending on the performance. Details are follows:

1. Candidates to ensure their eligibility for the post:-

Before applying candidates should ensure that they fulfil the eligibility criteria for the post of Managing Director-cum CEO in the Arunachal Pradesh Co-operative Apex Bank Ltd., Naharlagun (Apex Bank). The Apex Bank would conduct interviews in respect of the eligible candidates only applying for the post on the basis of the information furnished in the application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage, it is found that any information furnished in the application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/ she will not be allowed to appear for interview.

2. Mode of Application:-

Candidates are required to go through the Bank's website: www.arunachalapexbank.com and send their application in the format specified in Appendix-I to cooparun.mdadv@gmail.com. No other mode for submission of the application is available.

3. Last Date for Receiving of Applications:- 31st March, 2022.

4. Help facility:-

In case of any problem in filling up of the form, or queries if any, may be made through cooparun.mdadv@gmail.com.

DETAILED NOTICE

The Arunachal Pradesh State Co-operative Apex Bank Ltd. Naharlagun, which was established vide Regn. No. Coop.(G)46/77 dated 03/05/1977 under Arunachal Pradesh Co-operative Societies Act, 1978, is a Non-Scheduled State Co-operative Bank with 37 branches

in Arunachal Pradesh. The bank obtained RBI license vide No. ACD.GAU.20-5 dated 01/11/1977 revalidated by a fresh license vide No. RPCD. GUWA/2011-12/SCB5 dated 03/04/2012. Its Head Office is located at Naharlagun, Arunachal Pradesh.

- 1) The Registrar of Cooperative Societies invites applications from eligible candidates for the post mentioned below for the Arunachal Pradesh State Co-operative Apex Bank Ltd. Naharlagun.

a. **Designation:** Managing Director-cum Chief Executive Officer (MD-cum-CEO).

b. **No. Of Post:** 1 (one).

c. **Reservation for SC/ST/OBC and PwD Candidates:** The post is unreserved.

d. **Job Profile:**

a) The Managing Director is the Chief Executive Officer of the Bank. He shall be ex-officio Member Secretary of the Executive Committee of the Bank and function under the supervision of management of Arunachal Pradesh State Co-operative Apex Bank Ltd. Naharlagun constituted by the State Government.

b) The MD-cum-CEO will be responsible for the day-to-day business of the bank.

e. **Qualifications:**

a) The Educational qualifications of the candidate will be as under:-

I. Graduate with CAIIB/DBF/Diploma in Co-operative Business Management or equivalent qualification

OR

II. Chartered/Cost Accountant.

f. **Experience:**

a) A minimum of 8 (eight) years of work experience in the middle/ senior level in the banking sector (preference will be given to applicants from RBI, Scheduled Commercial Banks and Co-operative Banks defined under the BR Act, 1949 (AACS).

b) Additional experience with regard to digit and payment ecosystem with special focus in Core banking solutions and cyber security will be highly appreciated.

c) Good communication skills- oral and written, good management skills.

g. **Age as on closing date of application:** Between 35 to 65 Years.

h. **Selection Procedure:** Selection will be through interview only. A preliminary screening of the applications by Screening Committee will be carried out for making a short-list of eligible candidates to be called for the interview.

i. **Service Conditions/ Career Prospects:**

a) **Nature of appointment:** Selected candidate will be on deputation for a minimum period of 3 years but can be extended up to 5 years depending on the performance.

b) Compensation:

- I.** Pay and Allowances: Pay Matrix Level-12 (Rs.78,800-Rs.2,09,200/- P.M.) as per 7th CPC plus other allowances as admissible to Arunachal Pradesh Government Employees from time to time.
- II.** Perquisites: Bank's accommodation subject to availability, vehicle for official purpose, newspaper, telephone facility, etc. as per eligibility.
- III.** The selected candidate will not be a part of existing cadre of the Bank for the purpose of seniority/ career progression.

2) How to APPLY:-

- a. Candidates are required to go through the website www.arunchalapexbank.com. Instructions for filling up applications are available. The applicants are required to submit single application in the format specified in the Appendix-I to email ID: cooparun.mdadv@gmail.com.
- b. Candidates working under any organisation/ institutions are required to submit an undertaking in the application that they have informed in writing to their Head of Office/ Department that they have applied for the post of Managing Director-cum-CEO in Apex Bank. Candidates should note that in case any communication is received from their employer, withholding permission to the candidates applying, candidature of such candidates shall be cancelled. At the time of joining, the recommended candidates will have to bring proper discharged/ relieving certificates from their employer.

NOTE: Candidates are not required to submit along with their applications any original certificates in support of their claims regarding Age, Educational Qualifications, etc. which will be verified at the time of the interview only. The candidates applying for the post should ensure that they fulfil all eligibility conditions. If on verification at any time before or after interview, it is found that they do not fulfil any of the eligibility conditions, their candidature for the interview will be cancelled. If any of their claims is found to be incorrect, they may render themselves liable to legal action by the Board.

A candidate who is or has been found to be guilty of:-

- Obtaining support for his/ her candidature by the following means, namely:-
 - a. Offering illegal gratification to, or.
 - b. Applying pressure on, or.
 - c. Blackmailing, or threatening to blackmail any person connected with the conduct of the selection process, or.
 - d. Impersonating or.
 - e. Procuring impersonation through any person, or.
 - f. Submitting fabricated documents or documents which have been tampered with, or.

- g. Making statements which are incorrect or false or suppressing material information, or.
- h. Attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- To be disqualified by the Competent Authority from the Interview for which he/ she is a candidate and / or.
- To be debarred either permanently or for specified period:-
 - a. By the Competent Authority from any selection held by them;
 - b. By the Bank from any employment under them;
 - c. Dismissal from service by the Bank if he/ she is already in Bank's employment; and
 - d. If he/ she is already in some other service, the Competent Authority by writing to his/ her employer for taking disciplinary action.

Provided that no penalty shall be imposed except after:

1. Giving the candidate an opportunity of making such representation, in writing as he/ she may wish to make in that behalf; and
2. Taking the representation, if any, submitted by the candidate within the period allowed to him/ her into consideration.

3) **GENERAL INSTRUCTIONS:-**

- a. The Competent Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason.
- b. In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Competent Authority's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- c. Please note that corrigendum, if any, will be published in the website www.arunchalapexbank.com.
- d. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Itanagar.
- e. The selected candidate shall be required to be relieved from his/ her current employment before joining the post. Fiduciary declaration is required from every MD-cum- CEO on or before his/ her appointment as such.
- f. The selected candidate must join within 30 days from the date of appointment. If the selected candidate fails to join within 30 days without any valid ground the Competent Authority shall consider the next candidate as per the merit list.
- g. The applications shall be screened by the Screening Committee/ Agency and suitable candidates meeting the eligibility criteria shall be shortlisted and informed by email for an interaction/ interview with the Board for the

appointment as per extant rules and policy. The decision of the Competent Authority shall be final.

- h. Incomplete applications or applications received after due date will not be considered.
- i. If any difficulty arises during the recruitment process the Competent Authority reserves the right to remove such difficulty (ies).

Place: Naharlagun

Date: 28th January, 2022


Registrar of Cooperative Societies
Govt. of Arunachal Pradesh