



THE MANIPUR STATE CO-OPERATIVE BANK LTD.
HEAD OFFICE: OLD ASSEMBLY ROAD; IMPHAL-795001(MANIPUR).
Telephone: (0385)-2451540; 2451378. Telegram: "MANICOBANK"
Fax: (0385)-2440237. E-mail:mscbltd@gmail.com

ADVERTISEMENT

Dated, Imphal, the 5th November, 2021.

No. MSCB/76/2021-22/1890: In pursuance of decision taken in the Meeting of the Board of Management of the Manipur State Cooperative Bank Limited (MSCB Ltd.) held on 31/08/2021, applications are invited from intending and eligible candidates for the following posts in "**Comprehensive Support Plan (CSP) Cell**" of the **Manipur State Cooperative Bank Ltd.**, for direct recruitment on contract basis for a period of **3 (three) years**:

1. **Name of post: Resource Person.**
2. **No. of post:** 2 (two)* (*One Resource Person should preferably be a former Bank Officer from Cooperative Banks).
3. **Reservation:** The post is unreserved.
4. **Essential Qualifications:** @Master in Business Management/Rural Management/Cooperative Management/Commerce/Agriculture and Allied disciplines. This may be relaxed by the Recruitment Committee depending upon the experience and ability of the candidate. (@Not applicable in case of candidates belonging to former Bank Officer).
5. **Essential Minimum Experience:** @Two to three years experience in Rural Financial Institution, NBFC, MFI, Insurance, Sales and Retail or in other relevant developmental Institution. (@Not applicable in case of candidates belonging to former Bank Officer).
6. **Age limit as on the date of application:** @Should preferably be less than 30 years of age and this can be relaxed by the Recruitment Committee depending on the education, experience and ability of the candidate. (@Not applicable in case of candidates belonging to former Bank Officer).
7. **Desirable:** Should have sound knowledge of Indian Rural Economy with working computer knowledge.
8. **Remuneration: Rs.20,000/- per month.**
9. **Eligibility Condition:**
 - i) The candidate must be a citizen of India.
 - ii) The candidate must be able to speak, read and write Manipuri (in Bengali script) and have working knowledge of English/Hindi.
 - iii) The candidate must be a permanent resident of Manipur provided that a candidate whose parent(s) or any of his/her direct lineage are permanent resident of the State, with proper documentary proof like enrolment in the electoral roll and birth certificate, will also be eligible.
10. **Application Fees: Nil.**
11. **Former Bank Officer:**

Candidates applying to former Bank Officer post should have rural banking experiences and well versed with rural banking practices.

12. **Mode of Selection:** Walk in Interview. Shortlisted candidates based on the laid down criteria will be called for Interview.

13. **Last Date of Submission of Application** : **20/11/2021 (4.00 P.M.)**

14. **How to APPLY:**

- a. Candidates are required to go through the website **www.mscbmanipur.in**. The applicants are required to submit single application in the format specified in the Appendix to email ID: mscbltd@gmail.com.
- b. Candidates working under any organisation/institutions are required to submit an undertaking along with the application that they have informed in writing to their Head of Office/Department that they have applied for the post of Resource Persons in MSCB Ltd. 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.

15. **Payment of TA/DA:** Candidates will be required to appear at the Interview at their own expense and no allowances including TA/DA will be paid for the purpose.

16. **General Instructions:**

- i) Before applying, candidates should ensure that they fulfil the eligibility criteria for the post of Resource Person in the MSCB Ltd. The 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.
- ii) Application form not as per the prescribed format or incomplete in any respect will not be entertained.
- iii) Canvassing for the posts, in any form will be a disqualification.
- iv) The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason.
- v) 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.
- vi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Imphal.
- vii) The selected candidate shall be required to be relieved from his/her current employment before joining the post, if he/she is working under any organisation/institutions.
- viii) 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.
- ix) The applications shall be screened by the Screening Committee and suitable candidates meeting the eligibility criteria shall be shortlisted and informed by email for interview for the appointment as per extant rules and policy. The decision of the Competent Authority will be final.

(Bidyarani Ayekpam, MCS)
Managing Director,
The Manipur State Cooperative Bank Ltd.

APPENDIX.

**APPLICATION FOR THE POST OF RESOURCE PERSONS IN COMPREHENSIVE SUPPORT PLAN
(CSP) CELL OF THE MANIPUR STATE CO-OPERATIVE BANK LTD.**

(Fill all columns in legible capital letter and use A4 Size paper. Candidate must fill in the Application and scan and convert the same as PDF to be mailed at address provided below)

To,
The Managing Director,
The Manipur State Cooperative Bank Ltd,
Old Assembly Road, Imphal-795001, Manipur.

Paste your
recent passport
size photograph
and sign it
across.

Madam,

With reference to your advertisement No. MSCB/76/2021-22/1890 dated 05/11/2021, I hereby submit my application in the prescribed format in support of my candidature as under:-

1. FULL NAME (IN BLOCK LETTERS): (as it appears on your educational certificates) (leave one space blank between two parts of your name)

2. ADDRESS FOR CORRESPONDENCE (IN BLOCK LETTERS):

POST OFFICE:

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POLICE STATION:

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3. DATE OF BIRTH: (As per Matriculation/H.S.C. Examination or equivalent date)
(dd-mm-yyyy) (format)

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4. E-mail Address: _____

5. Mobile No.: _____

6. GENDER: (Mark “√” in the appropriate Box): Male Female

7. FATHER’S/HUSBAND’S NAME (IN BLOCK LETTERS):

8. NATIONALITY: _____

9. COMMUNITY: GENERAL/OBC/ST/SC:

10. PLACE OF BIRTH:
Place: _____ District: _____ State: _____

11. PERMANENT ADDRESS (IN BLOCK LETTERS):

POST OFFICE:

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POLICE STATION:

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12. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS: (as on date of application) Details of Matriculation/Higher Secondary School Examination/Graduation/Post Graduation as per the eligibility criteria prescribed for the posts concerned in the advertisement.

Note: If all the information in these boxes is not provided, the application will be rejected.

Sl. No.	Particulars of Educational qualifications as per eligibility criteria	Name of the Board/ Institution/ University	Division	Percentage/ CGPA/SGPA
1	Class-X Passed Certificate			
2	Graduation Certificate			
3	Master Degree Certificate			
4	Professional Certificate			
5	Any other (Specify)			

13. PARTICULARS OF EXPERIENCE INCLUDING THE PRESENT OCCUPATION/ JOB (as on the date of application):

Name of the Designation of employer (s) firms and rank if any etc. and the nature and details of activities carried out by the employer.	Period of service		Length of service years, months, days	Nature of duties performed in detail	Remarks (Reasons for leaving service)
	From	To			

14. LANGUAGES KNOWN: (“Mark” in the appropriate Box)

Sl. No.	Language	Read	Write	Speak
1	Mother Tongue			
2	English			
3	Hindi/ Others			

DECLARATION

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/ terminated. I undertake to abide by all the terms and conditions mentioned in the advertisement No.MSCB/76/2021-22/1890 dated 05/11/2021.

Place:

(Name & Signature of Candidate with date)

Date:

Note: Candidate must scan the (i) filled application, (ii) educational qualification certificate, (iii) mark sheet & (iv) undertaking that they have informed in writing to their Head of Office/Department that they have applied for the post of Resource Persons in MSCB Ltd., if they are working under any organisation/institutions, and convert it to PDF and mail the same to Email Address: mcbtld@gmail.com.