

**TERMS AND CONDITIONS FOR ENGAGEMENT OF COOPERATIVE INTERNS FOR THE  
MANIPUR STATE COOPERATIVE BANK LTD., OLD ASSEMBLY ROAD, IMPHAL.**

**1. Introduction:**

With the aim to ensure that benefits of initiatives initiated by Ministry of Cooperation, Government of India reach the grass root level, strengthen cooperative based economic model and ensure necessary capacity building to the cooperatives, it has been decided that The Manipur State Cooperative Bank Ltd., Old Assembly Road, Imphal will engage young professionals namely “COOPERATIVE INTERN” for ONE year only. The Detail guidelines of the Scheme are as under:

**2. Objective of the Scheme:**

- i. To deepen the Cooperative Movement till grassroots level.
- ii. Enable the professional graduates to learn the context and practical working of cooperatives.
- iii. To expand pool of experienced cooperative professionals. Interns will be responsible for solving day to day problems faced by PACS in computerization, preparation of business plans, projects, financing issues, various approvals etc.

**3. Eligibility:**

MBA or equivalent in Marketing Management/Cooperative Management/Agri. Business Management/Rural Development Management having permanent Resident of Manipur Certificate.

**4. Essential Qualification:** Proficiency in computer is essential.

**5. Age Limit:** Candidates should be minimum of 21 years of age and maximum of 30 years as on the date of application.

**6. Number of Interns and Location:** 1 (One) who will be covering the whole State of Manipur.

**7. Reservation:** The post is unreserved.

**8. Application Fees:** Nil.

**9. Process of Selection:** The Bank will hire Cooperative Interns by advertising the vacancy on yearly basis by clearly stipulating the eligibility criteria and essential requirement, remuneration, age limit, tenure of internship and other terms and conditions as spell out in NABARD Circular EC No. 40/I01/2023-2024 dated 15/03/2024. Walk in Interview. Shortlisted candidates based on the laid down criteria will be called for Interview. The Bank shall have a Committee in place to take interview. Average Marks obtained throughout the carrier, i.e. High School, Higher Secondary, Graduation, Post Graduation etc. from the deserving candidates having PRC will be considered only for the interview.

**10. Posting of Interns:** Selected Interns are needed to be posted to all the PACS in the State based on their choice/s of district to reap the benefits of local understanding. Manipur State Cooperative Bank Ltd. may post/transfer the interns based on the functional requirements.

**11. Remuneration:** The selected Cooperative Intern will be paid a consolidated monthly remuneration of Rs.25,000/-per month only. Interns may avail 10 days Casual Leave (CL) for the year and no other leaves will be granted. Leaves other than Casual Leave to be granted as ‘Leave without remuneration’. Holidays would be available to the interns as applicable to the employees of the Bank.

**12. How to Apply:** Interested candidates shall apply as per prescribed format (Appendix) and they should submit their applications with the required documents to [mscbltd@gmail.com](mailto:mscbltd@gmail.com) by September, 30, 2024. Applications received after 5.00 P.M. of 30/09/2024 will not be considered. Shortlisted candidates will be personally informed regarding date and venue of the Interview for which no T.A. will be admissible.

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.

**13. Roles and duties of Intern:**

The intern will discharge following roles and duties:

- i. The intern will coordinate with PACS and other cooperatives and provide necessary guidance for the implementation of initiatives taken by Ministry of Cooperation, GoI.
- ii. Interns will be responsible for solving day to day problems faced by PACS in computerization, preparation of business plans, projects, financing issues, various approvals, etc.
- iii. He/she will prepare and share weekly status report of the implementation of initiatives taken by Ministry of Cooperation in coordination with PACS/MSCB Ltd.

**14. Other Terms and Conditions:**

- i. The internship programme is neither an employment nor an assurance of an employment with the Bank or institutions associated with the Bank and no intern shall have any right or claim for an appointment with the Bank by virtue of this internship programme.
- ii. Internship is a fulltime programme and hence interns are required to observe working hours of the Bank. The internship may be discontinued any time without payment of any financial benefit if the performance of the intern is not found satisfactory or the intern is absent without authorization of the Bank. Without prejudice to the foregoing, Bank may terminate the services of the Intern at any time without assigning any reasons.
- iii. The intern shall be required to maintain confidentiality of all the documents/reports and/or any information received by hi,/her during the internship period, violation of which would entail legal consequences. The Interns will not reveal to any person or organization any information relating to Bank, its business plan and policies which are not available in the public domain.
- iv. The intern shall follow the rules and regulations of the concerned PACS/MSCB Ltd.
- v. The intern shall not reveal to any person/organization confidential information pertaining to the Bank, its work and its policies.
- vi. No intern shall interact with or represent the Bank to the media (print and/or electronic) including social media including face book/twitter handles, etc. They will not post their work on social media without express permission from the competent authority.
- vii. Interns will conduct themselves professionally in their relationship with the Bank and the public in general.
- viii. It may be strictly observed that the conduct of the interns and their access to the data shall be the sole responsibility of the Bank.

**15. General Instructions:**

- i) Before applying, candidates should ensure that they fulfil the eligibility criteria for the post of Cooperative Intern in the MSCB Ltd. The Bank would conduct interviews in respect of the eligible candidates only for the internship 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 internship, 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, 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 result and dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Imphal.
- vii) The selected candidate must join within 30 days from the date of engagement. 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
- viii) The applications shall be screened by a Screening Committee and suitable candidates meeting the eligibility criteria shall be shortlisted and informed by email for interview for the engagement as per extant rules and policy. The decision of the Competent Authority will be final.

**(Bidyarani Ayekpam, MCS)**  
Managing Director.



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

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10. PLACE OF BIRTH:

Place: .....; District: .....; State: .....

11. PERMANENT ADDRESS (IN BLOCK LETTERS):


POSTOFFICE: 

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POLICESTATION: 

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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 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	Year of passing	Percentage/ Class/Grade/ CGPA/SGPA
1	Class-X			
2	Class-XII			
3	Graduation			
4	Post Graduation/Master Degree			
5	MBA or equivalent in Marketing Management/Cooperative Management/Agri. Business Management/Rural Development Management			
6	Computer proficiency			
7	Any other qualification/Degree/ Professional Qualification			

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

Name of the Institution	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 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/engagement is liable to be cancelled/terminated. I undertake to abide by all the terms and conditions stipulated in this regard. I agree to serve anywhere in the State of Manipur as may be deemed necessary for functional requirement as per engagement letter.

**Place:**

(Name & Signature of Candidate with Date)

**Date:**