

## The Daman & Diu State Cooperative Bank Ltd.

### Recruitment of Associate (Legal) on probation.

#### Notification no.1/2023-24

**Important: LAST DATE OF RECEIPT OF APPLICATIONS – 25/09/2023 up to 5:00 p.m.**

The Daman & Diu State Co-op Bank Ltd., having its Head office at Daman and area of operation in the entire Union Territory of Dadra Nagar Haveli and Daman & Diu and branches at Daman and Diu districts, is looking for suitable candidates for the Post of **Associate (Legal)** as per details given below:

#### **A. AGE, QUALIFICATION & EXPERIENCE (As on 31.08.2023.)**

Sr. No.	Name of the Post	Tentative Number of vacant posts	Age	Eligibility
1.	Associates (Legal)  Basic Pay of Rs. 32,200/- p.m. plus D.A. and H.R.A. with all eligible benefits as per rules. (Total Gross Salary Rs. 41,860/- Approx)	05	21 to 30 years, Indian Citizen	1. Bachelor degree in the field of Law, from any recognized University. or 2. Chartered Accountant, or 3. Company Secretary (C.S.), or 4. Chartered Financial Analyst (CFA.). 5. The above courses need to be completed from recognised /approved University or institution.

#### **B. GENERAL TERMS & CONDITIONS:**

1. Candidates having work experience of minimum 5 years of service in any bank or in any of the office of Union Territory Administration may get relaxation in Age limit criteria upto four years and will be considered as eligible to apply for the above post. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of submitting the application.
2. In case of non-satisfactory service or disciplinary issues or issues involving moral turpitude, the services of selected candidates shall be terminated without any notice or formalities.
3. If selected candidate resigns or leave the job before completion of probation period, 3 months' salary shall be recovered towards administrative cost from him / her.
4. The selected candidates are liable to be posted anywhere in U. T. of Dadra Nagar Haveli, Daman, Diu or wherever Head Office/Branches of the Bank are located.
5. Number of posts may vary as per requirement and future vacancies in the Bank.
6. The Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of

selection, etc.

**C. METHOD OF SELECTION**

1. The eligible candidates will be called for written examination and personal interaction and the decision of the Bank in this regard shall be final.
2. Good presentation skill, strong written and oral communication skill will be an additional factor to be kept in view while selecting the candidates.
3. The candidate who secures at least 50% marks in written examination to be called for interview.
4. The Final merit list of the eligible candidates will be prepared based on the performance in Written Test and in the Personal Interview.

**D. SUBMISSION OF APPLICATION:**

Applicants have to submit their applications with relevant documents in the given format  
**(ANNEXURE -A)**

**Last date for receipt of application is 25/09/2023 up to 5:00 p.m.** No application shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, Superscribing "**Application for the post of Associate (Legal)**" and send it to the address given below:

The General Manager (Administration),  
The Daman & Diu State Co-op Bank Ltd.,  
Head Office: H. No. 14/54,  
1<sup>st</sup> Floor, Dilip Nagar,  
Nani Daman-396210.

**E-mail:** [adm@3dcoopbank.in](mailto:adm@3dcoopbank.in),

**Web Site:** <https://3dcoopbank.in>.

**E. GENERAL INSTRUCTIONS:**

- a) Application to be filled by the candidate in Capital letters by **Hand in Blue ink only**.
- b) **SYLLABUS:** The syllabus for all subjects is indicative and not exhaustive. The syllabus should not be considered as the only source of information while preparing for the examination. Keeping in view the nature of examination, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should also prepare themselves for answering questions that may be asked on the current/latest developments/Acts taking place under the subject(s) although those topics may not have been specifically included in the syllabus.
- c) While applying for the post, the applicant should ensure that he/ she completely fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment or service that a Candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect or false information or has suppressed any material fact(s), his/ her candidature shall automatically stands cancelled. If any of the above short coming(s) is/ are detected even after appointment, his/ her appointment is liable to be terminated without any notice.
- d) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves all the rights to fill or not to fill the above advertised position without assigning any reason thereof.
- e) Mere submission of application against the advertisement and apparently fulfilling the eligibility criteria as prescribed in the advertisement would not bestow on him/ her right to be called for interview.
- f) Probation period of 2 Years of the candidate will be confirmed on successful submission of (i) "CCC" Certificate from NIELIT recognised center. (ii) Certificate course in Microsoft Excel (Advance) (iii) Any of the three certificate courses from IIBF. In case, a candidate fails to complete any of the Courses during the probationary period, his/her services will be terminated without notice.
- g) With a view to overcoming the possibility of applicants seeking help of other applicants during the online / main exam, the Bank would be analysing the responses of applicants in the main examination with other appeared applicants to detect patterns of similarity of right and wrong answers. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel the candidature of the suspected applicants. Hence, the applicants are advised in their own interest not to indulge in any unfair practice in the exams.
- h) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Daman and courts/ tribunals/ forums at Daman only shall have sole & exclusive jurisdiction to try any clause/ dispute.
- i) Appointment of selected applicants is subject to his/ her being declared medically fit by Medical Officer(s) appointed/ approved by the Bank.

- j) Decision of the Bank in all matters relating to recruitment will be final and binding on the applicants and no correspondence or personal enquiries will be entertained in this regard by DDStCB.
- k) Instances for providing incorrect information and / or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidates from the selection process and he / she will not be allowed to appear in any DDStCB recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- l) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- m) Any notice/communication meant for the candidates displayed on the Bank's website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.
- n) No TA/DA will be payable for appearing in the written and personal interview.
- o) All educational qualifications should have been obtained from universities / Institutions incorporated by an Act of Central or State legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section – 3 of UGC Act 1956.
- p) **IDENTITY VERIFICATION:** At the time of Examination, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as Aadhar/PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/E-Aadhar Card/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- q) Mobile phones, bluetooth device, pagers or any other communication/electronic devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.
- r) In case of any doubt/clarification please contact:  
General Manager (Administration)  
The Daman & Diu State Co-op Bank Ltd.,  
Head Office: H. No. 14/54,  
1<sup>st</sup> Floor, Dilip Nagar,  
Nani Daman-396210  
Mobile: 9824115885.  
E-mail: [adm@3dcoopbank.in](mailto:adm@3dcoopbank.in)

Note: In case of any corrigendum issued on the above advertisement and further announcements, it will be published only on Bank's website <https://3dcoopbank.in>.

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**APPLICATION FOR THE POST OF ASSOCIATE (LEGAL)**

To,  
 General Manager (Administration),  
 The Daman & Diu State Co-op Bank Ltd.,  
 Head Office: H. No. 14/54,  
 1<sup>st</sup> Floor, Dilip Nagar,  
 Nani Daman-396210

Paste Recent  
 Passport Size Photograph  
 &  
 Sign across the Photograph

With reference to your advertisement on Bank's website dated. \_\_\_\_\_, I submit my application in prescribed format.

1.	First Name: (In Block Letters)	
	Middle Name: (In Block Letters)	
	Last Name:(In Block Letters)	
2.	Address for Correspondence:	
3.	Permanent Address	
4.	a. Date of Birth (As per School leaving Certificate): (DD-MM-YYYY)	
	b. Age in completed years as on 31.08.2023:	
5.	Contact Details:	
	a. Mobile No.	
	b. Landline No.	
	c. Email Id.	
6.	Gender:	
7.	Nationality:	
8.	a. Birth Place:	
	b. Native Place:	

9.	Religion:	
10.	Category (General / SC/ ST / OBC.	
11.	Domicile of	
12.	Marital Status:	
13.	Education Qualification	

Sr. No.	Qualification/Certification	Board / University	Year of Passing	Percentage/ Final Result.
1.				
2.				
3.				
4.				
5.				
6.				

(Copies of all educational qualifications are to be attached).

14.	Experience -						
Sr. No.	Name of Organisation/ institution/ Company	Designation	Duration		Responsibility	Pay Scale	Extra Ordinary Achievements
			From	To			
16.	Specific experience of working if any:						
17.	a. Details of Present Employment:						
	b. Organization						
	c. Full Address:						
	d. Position:						

18.	Give Brief details about yourself covering family, education, extra-curriculum, hobbies, etc.: -
-- Attach separate sheet as Annexure-B. Not More than 300 words under own hand writing. --	
19.	Any special achievements with respect to the applied post and working experience: -
-- Attach separate sheet as Annexure-C. Not More than 100 words under own hand writing. --	

**DECLARATION:**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and 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 relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated without notice. I am willing to serve anywhere in any branch of the Bank.

I hereby agree that any legal proceeding in respect of any matter of claims or disputes arising out of this application and/ or out of said advertisement can be instituted by me only in the Courts/ tribunals/ forums at Daman to undertake to abide by all the terms & conditions mentioned in the detailed advertisement.

(Signature of Applicant)

Place:

Date:

Enclosures: (Self attested copies)

1. Aadhar Card.
2. PAN Card.
3. Birth Certificate
4. School Leaving Certificate.
5. Educational Qualifications.
6. Experience Certificates