

Advertisement Notice for hiring of 'Cooperative Interns' for the Punjab State Cooperative Bank Ltd., Chandigarh and 20 District Central Cooperative Banks of Punjab.

The Punjab State Cooperative Bank, Chandigarh (PSCB) intends to hire young professionals namely "Cooperative Intern" one each for PSCB and its 20 District Central Cooperative Banks (DCCBs) in the State of Punjab with an objective:

- (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.

Eligibility Criteria

A person with any of the following qualifications will be eligible for consideration: -

- MBA or equivalent in Marketing Management / Cooperative Management / Agri Business Management / Rural Development Management.

Essential Qualification

- Proficiency in Computer
- Must have reading/writing/speaking capability of Punjabi Language.

Age Limit

- Candidate should be minimum of 21 years of age and maximum of 30 years.

Tenure of Internship

- One year

Remuneration

- Fixed Rs. 25,000/- per month (Travelling and Daily allowance as decided by Bank)

Number of Intern and Location

- The Punjab State Cooperative Bank Ltd, Chandigarh 1
- District Central Cooperative Banks in State of Punjab 20
(List of Banks at Ann I)

The Punjab State Cooperative Bank will allot the bank to the selected candidates. The Punjab State Cooperative Bank may post/transfer the interns to PSCB/any of the DCCBs in the State of Punjab based on the functional requirements.

Leaves

- Interns may avail 10 days Casual Leave (CL) for the year and no other leaves will be granted. Leaves other than CL to be granted as "Leave without remuneration". Holidays may be available to the interns as applicable to the respective bank.

Roles and duties of Interns:

- The Intern will coordinate with PACS and other primary cooperatives and provide necessary guidance for the implementation of initiatives taken by Ministry of Cooperation, Gol.
- 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.
- He / She will prepare and share weekly status report of the implementation of initiatives taken by Ministry of Cooperation in coordination with DCCB/StCB.

Other Terms and Conditions

- 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 Banks by virtue of this internship programme.
- Internship is a fulltime programme and hence interns are required to observe working hours of the Banks. 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.
- The interns shall be required to maintain confidentiality of all the documents/reports and/or any information received by him/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.
- The intern shall follow the rules and regulations of PSCB and DCCBs.
- The intern shall not reveal to any person/ organization confidential information pertaining to concerned Bank, its work and its policies.
- 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.

- Interns will conduct themselves professionally in their relationship with the Bank and the public in general.

How to apply

- The interested candidates are requested to submit their application complete in the application format attached along with.
- The candidates are required to enclose self-attested copies of their certificates with the application in support of their age, eligibility, education qualification, experience along with their Adhar Card and latest passport size coloured photograph.
- The duly filled application form (as per format) along with self-attested copies of all requisite documents can be submitted through registered post/speed post to

“The Nodal Officer, PACS Computerisation

Sector The Punjab State Cooperative Bank Ltd. Chandigarh

SCO 175-187, Sector 34 A, Chandigarh-160022”.

- The properly filled in application must reach the office on or before 31-01-25.
- The applications received after due date will be summarily rejected.
- The Punjab State Co-operative Bank Ltd. reserves the right to cancel or withdraw this advertisement at any time without assigning any reasons whatsoever.