



# TRIPURA STATE CO-OPERATIVE BANK LIMITED

(A Schedule Bank)  
HEAD OFFICE :: AGARTALA :: TRIPURA  
Post Office Chowmuhani, , Agartala

Dial:- 0381-232-4011/5936/ 3929  
West Tripura, PIN-799001.  
Mail: tripurascbtld@gmail.com

FAX :- 0381-232-3144.  
Visit us : .tscbank.nic.in  
Date- 03.01.2023

## Recruitment Rules for the post of General Manager (GM) in TSCB Ltd.

Sl No	Particulars	Criteria
1	Name of Post	General Manager(Administration & Vigilance)
2	Number of Post	1 (One)
3	Classification	Group-A equivalent
4	Scale of Pay	Monthly contractual pay of Rs.50,000/=.Contractual period for one year which may be extended by the BOD
5	Whether selection post or Non-selection post	Not Applicable
6	Age limit for direct recruitment	Age of the candidate should be 40 years to 62 years
7	Educational Qualification and other Qualification required Desirable	1) Graduate in any discipline with Computer Knowledge. <b>Desirable:</b> 2) Senior Officer at least <b>Scale-IV rank</b> with working experience in the controlling Office in Administration & vigilance Department In the controlling office in SBI/Nationalised Bank/NABARD/RRB with 15 years of Banking experience.  <u>In case of non availability of suitable candidate Selection may be made from Bank or Financial Institution with 10 years of banking experience.</u> <u>The Selection Committee should undertake a process of due diligence in respect of the candidate, relying on information to be obtained from him/her, Annexure II before appointment.</u>
8	Tenure of appointment	One (1) year
9	Other facilities	Leave & TA/DA as approved by BOD
10	Applicability of Service & conduct Rules	As per decision & approval of the Board of Directors of the Bank
11	Method of recruitment	Direct recruitment through interview by a selection committee to be constituted by the Bank



**General conditions:-**

1. **The application should be submitted in the prescribed format only.**
2. Candidates working in Government / Public Sector Undertakings / Autonomous Organizations / Co-operatives / Voluntary Organizations should apply through proper channel along with recommendation and the application should be reached before the date of interview. However, the candidate may submit advanced copy of application along with all the on or before the **last date i.e. 20/01/2023.**
3. **Applications not complying with the prescribed format, conditions of Age, Qualifications, Experience, fees, employer recommendations etc., will be summarily rejected.**
4. A recent passport size photo is to be pasted on the application in the space provided.
5. Application should be accompanied by attested true copies of certificates pertaining to proof of date of birth, qualifications, experience and other credentials.
6. Application along with the general conditions can be downloaded from the Bank's website--[www.tscbank.nic.in](http://www.tscbank.nic.in)
7. Interested candidates may submit their application form, in the prescribed format, enclosing all supporting relevant documents and testimonials along with a latest self-attested passport size photo in closed envelope addressed superscribed as "**Application for the post of GM of TSCB Ltd**" to →

**The Managing Director, The Tripura State Co-operative Bank Ltd,  
Post Office Chowmohani, Agartala, West Tripura, 799001**

Scanned copy of duly filled in application form can also be sent through email to 'md@tscb.co.in' with a CC to 'chairman@tscb.co.in', subject to the condition that hard copy of application along with requisite documents/testimonials should be reached on or before the interview date.

8. The last date for receipt of applications by TSCB Ltd, HO, Agartala, is 20.01.2023, 05:00 PM.
9. Date of interview -**To be notified later on**
10. Bank has the right to withdraw /Cancel the recruitment process of General Manager at any point of time, even after interview process due to non-availability of suitable candidate.

Date: 03/01/2023.

Enclosed:- Format for application.

  
**MANAGING DIRECTOR**  
Tripura State Cooperative Bank Ltd,  
Head Office, Agartala, Tripura



**APPLICATION FOR THE POST OF GENERAL MANAGER**  
**(ADMINISTRATION AND VIGILANCE)**

**THE TRIPURA STATE COOPERATIVE BANK LTD, AGARTALA, TRIPURA**

Recent Passport  
size photo (self-  
attested) to be  
affixed

1.	Name in Full (in block letters)	
2.	Father's / Husband's name	
3.	Date of Birth & Age ( years & months)	
	<i>(Should not be above 62 years as on-- As on 31.12/2022</i>	
4.	Place of Birth (Village/Town & District)	
5.	Nationality	
6.	Permanent Address	
7.	Telephone Nos.	Residence :
		Mobile :
8.	E-mail ID	
9.	Address for Communication	
10.	Permanent Account No. issued by income Tax Dept.	
11.	Disciplinary Proceedings faced, if any, during the entire service	

**12. EDUCATIONAL / PROFESSIONAL QUALIFICATIONS:**

Qualification	Board / University	Year	% of Marks & class	Subject/ Specialization
SSC				
Intermediate				
Graduation				
Post-Graduation				
<b>PROFESSIONAL:</b>				

**13. JOB EXPERIENCE:**

\* The candidate shall furnish the data of his/her experience in banking sector from the beginning of his/her career as Officer, till the present position , retired/ Officers superannuation letter resigned shall furnish a copy of reliving orders.

Post Held	Period of service		Name of the Institution/ Organization with full address	IBA Scale I/II/III/ IV	Nature of Duties, in brief
	From	To			



<b>14. Relevant relationship</b>	
a.	List of relatives if any who are connected with the Bank (TSCB Ltd).
b.	List of entities if any in which he/she is considered as interested.
c.	Fund and non-fund facilities, if any, presently availed by him/her and /or from entities listed at 'b' above.
d.	Cases, if any, where the candidate or entities listed in 'b' above are in default or have been in default in the last five years in respect of credit facilities obtained from the Bank or any other Bank.
<b>15. PROCEEDINGS, IF ANY, AGAINST THE CANDIDATE.</b>	
a.	If the candidate is a member of a professional association/body, details of disciplinary action, if any, pending or commenced or resulting in conviction in the past against him/her or whether he/she has been banned from entry into any professional occupation at any time.
b.	Details of prosecution, if any pending or commenced or resulting in conviction in the past against the candidate and/or against any of the entities listed in 15(b) for violation of economic laws and regulations
c.	Details of criminal prosecution, if any pending or commenced or resulting in conviction in the last five years against the candidate.
d.	Has the candidate or any of the entities at 15 (b) been subject to any investigation at the instance of Government Department or agency?
e.	Has the candidate at any time been found guilty of violation of rules/regulation/legislative requirements by Customs/Excise/Income Tax/Foreign Exchange/ Other Revenue Authorities, if so, give particulars
f.	Any other explanation/information considered relevant for judging fit and proper criteria.



**16. References:**

Sl. No.	Name & Designation	Address	Mobile number
01			
02			

**17. Health Status :**

a	Whether both physical and mental health are permissible for the job – <b>Yes / No</b> <i>If yes ,submit a certificate from a registered medical Practitioner.</i>	
b	Medical History:- whether undergone any major operation or suffered from major diseases(like heart, cancer, respiratory etc)- <b>Yes / No</b>	

**DECLARATION**

I, \_\_\_\_\_, S/o \_\_\_\_\_ declare that, the information given in this application is true and correct to the best of my knowledge and belief, true and complete. I also fully understand that, if at any stage, it is found that any attempt has been made by me willfully to conceal or misrepresent the facts, my candidature may be rejected and terminated from the employment. I undertake to keep the Bank fully informed, as soon as possible, of all events, which take place subsequent to my appointment, which are relevant to the information provided above.

**Date:****Signature of the applicant****Place:****RECOMMENDATION OF THE EMPLOYER**

(In case of in service employee)

The application of Sri \_\_\_\_\_, S/o \_\_\_\_\_,

working as \_\_\_\_\_, in our organization, who has applied for the post of GM of The Tripura State Cooperative Bank Ltd., (TSCB Ltd), is herewith recommended for consideration.

The applicant has not faced any disciplinary proceedings/no disciplinary cases are pending against him/her.

The details furnished by Sri \_\_\_\_\_ in his/her application have

been verified with his/her personal record and found correct.

**Date:****Place:****(Signature of the Employer)**

Designation and seal