



**The Mehsana Urban
Co-Op. Bank Limited**
(Multi State Scheduled Bank)

RECRUITMENT NOTICE

The Mehsana Urban Co-operative Bank Ltd., one of Gujarat's leading Multi-State Co-operative Banks is looking for qualified and experienced talents in following areas ::-

<u>Online Registration of Application starts from</u> 03/11/2022	<u>Last date for Online Registration of Application</u> 30/11/2022 (upto 23:59 Hours)
---	---

[1] CHIEF RISK OFFICER

Number of Posts	-01-
Position	Assistant General Manager
Age Limit As on date	Not more than 50 years
Educational Qualifications	Graduation/Post Graduation in any stream [recognized/ approved by Government, Government Bodies/ AICTE] with Professional certification in Financial Risk Management from premium institutes such as (1) Global Association of Risk Professionals [GARP], (2) Certification from PRIMA Institute or its equivalent institute.
Experience	<p>Minimum -07- years of experience in Commercial Banks including credit and operational areas of which minimum -03- years of experience in Credit & Risk Function.</p> <p>Additionally, following experience is preferable ::-</p> <p>[a] Hands on implementation of Integral Risk Management system for the Bank/FIs.</p> <p>[b] Hands on experience in Assessing and Managing various types of risks and mitigation thereof.</p>
Role & Responsibility	<p>The Chief Risk Officer shall oversee the entire process of Risk Management in the Bank. He / She will be responsible for implementation and review of the various Risk Models, developing policies, procedures and pricing models, etc., of the Bank.</p> <p>The role of Chief Risk Officer, will be broadly classified under the following area of operations ::-</p> <p>[a] Credit Risk Management [b] Market Risk Management [c] Operational Risk Management [d] Liquidity and Interest rate Risk Management [f] IT & Cyber Security Risk [e] Compliance Risk/Regulatory Risk</p>
Posting	Bank's Head Office, Mehsana
Remuneration	At par with industry, negotiable

Other requirements/terms	<p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>
--------------------------	---

[2] CHIEF COMPLIANCE OFFICER

Number of Posts	-01-
Position	Assistant General Manager
Age Limit As on date	Not more than 50 years
Educational Qualifications	Chartered Accountant; or Company Secretary; or MBA [Finance] AND Certified Banking Compliance professional by IIBF
Experience	<p>Overall experience of -07- years or above in Banking of which minimum - 03- years in the Audit/ Finance/ Compliance/ Legal/ Risk Management functions.</p> <p>Having good understanding of Banking and Risk Management, knowledge of regulations, legal framework, and sensitivity to expectations of supervisors.</p>
Role & Responsibility	<ul style="list-style-type: none"> ➤ Assist the Board and the Senior Management in overseeing the implementation of Compliance Policy including policies and procedures, prescriptions in Compliance Manuals, internal codes of conduct, etc. ➤ Play the central role in identifying the level of Compliance risk in the organisation. The Compliance risks in existing / new products and processes shall be analysed and appropriate risk mitigants put in place. ➤ All new products shall be subjected to intensive monitoring at least for the first six months of introduction to ensure that the indicative parameters of Compliance risk are adequately monitored. ➤ Monitor and test Compliance by performing sufficient and representative Compliance testing, and the results of such Compliance testing shall be reported to the Senior Management. It shall periodically circulate the instances of Compliance failures among staff, along with the required preventive instructions. Staff accountability shall be examined for major Compliance failures. ➤ Ensure compliance of regulatory / supervisory directions given by RBI in both letter and spirit in a time-bound and sustainable manner. To device an effective Compliance Program where all Risk Mitigation

	<p>Plan (RMP) / Monitorable Action Plan (MAP) points are complied with within the timelines prescribed.</p> <ul style="list-style-type: none"> ➤ Attend to compliance with directions from other regulators in cases where the activities of the Bank are not limited to the regulation / supervision of RBI. Further, discomfort conveyed to the Bank on any issue by other regulators, and action taken by any other authorities / law enforcement agencies, shall be brought to the notice of RBI. ➤ To serve as a reference point for the staff from operational departments for seeking clarifications / interpretations of various regulatory and statutory guidelines. ➤ Shall be the nodal point of contact between the Bank and the regulators / supervisors and shall be a participant in the structured or other regular discussions held with RBI. Further, compliance to RBI inspection reports shall be communicated to RBI.
Posting	Bank's Head Office, Mehsana
Remuneration	At par with industry, negotiable
Other requirements/terms	<p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>

[3] CHIEF FINANCE OFFICER [CFO]

Number of Posts	-01-
Position	Deputy General Manager
Age Limit As on date	Not more than 50 years
Educational Qualifications	Chartered Accountant from Institute of Chartered Accounts of India OR Chartered Financial Analyst[CFA]/MBA[Finance]
Experience	-10- Years of experience in overseeing financial operations [preferably operations in taxation matters] in Banks/ large corporate/ PSUs/ FIs/ Financial Services Organizations, of which - 03- years should be at Senior Management level.
Role & Responsibilities	<ul style="list-style-type: none"> ➤ Timely and accurate preparing of all financial reports of the Bank required for Shareholders, Customers, employees, Government and Regulators. ➤ Handling of Bank's funds efficiently through Treasury. ➤ To meet Bank's financial goals, required strategy to be prepared and implemented.

	<ul style="list-style-type: none"> ➤ Earning best possible risk-adjusted return of assets and capital. ➤ Identify key areas of the Bank and to turn those key areas into monetary factors. ➤ Creating Tax strategies to manage obligations. ➤ Monitoring strategic business plan. ➤ Financial strategy development. ➤ Implementing and overseeing processing systems. ➤ Reviewing Financial Reports. ➤ Reporting results to the Board. ➤ Making sure Bank is in compliance with all regulations. ➤ Managing the operations, legal, tax and treasury departments. ➤ Any other roles and responsibilities assigned by the management.
Posting	Bank's Head Office, Mehsana
Remuneration	At par with industry, negotiable
Other requirements/terms	<p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>

[4] HEAD INTERNAL INSPECTION & AUDIT

Number of Positions	-01-
Position	Chief Manager
Age Limit As on date	Not more than 50 years
Educational Qualifications	Graduate Preferably having passed CAIIB
Experience	Minimum 5 to 10 years of experience of working as Internal Inspection Auditor in Banks.
Roles & Responsibility	<ul style="list-style-type: none"> ➤ To ensure Internal Inspection & Audit, RBIA is carried out in terms of regulator/ RBI Guidelines. ➤ Proper closure of Audit Report. ➤ Attending Audit Committee on Board
Remuneration	At par with industry, negotiable
Posting	Bank's Head Office, Mehsana
Other requirements/terms	<p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>

[5] INTERNAL INSPECTION AUDITOR

Number of Positions	-05-
Position	Manager
Age Limit As on date	Not more than 45 years
Educational Qualifications	Graduate Preferably having passed CAIIB
Experience	Minimum 3 to 5 years of experience of working as Internal Inspection Auditor in Banks.
Roles & Responsibility	To carry-out Internal Inspection & Audit as well as RBIA of Branches in terms of regulator / RBI guidelines.
Remuneration	At par with industry, negotiable
Posting	At any of the Bank's Branch/Office in the Districts of Ahmedabad, Surat, Mehsana.
Other requirements/terms	<p>Candidate must be having good health since Inspection/Audit of Branches requires frequent travelling.</p> <p>1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to</p>

	<p>be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>
--	---

[6] CREDIT APPRAISAL MANAGER

Number of Posts	-05-
Position	Manager
Age Limit As on date	Not more than 40 years
Educational Qualifications	<p>Chartered Accountant from Institute of Chartered Accounts of India.</p> <p>OR</p> <p>MBA[Finance] from a reputed University</p> <p>OR</p> <p>Graduate from a reputed University with experience of Credit Appraisal in Nationalized or Scheduled Bank.</p>
Experience	Minimum 2 to 5 years of experience of processing of large Credit Proposals in Banks. The candidate should be well conversant with the norms/guidelines of the Reserve Bank of India for processing Credit proposals
Remuneration	At par with industry, negotiable
Posting	At any of the Bank's Branch/Office.
Other requirements/terms	<p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>

[7] TREASURY MANAGER

Number of Posts	-02-
Position	Manager
Age Limit As on date	Not more than 45 years

Educational Qualifications	<p>Chartered Accountant from Institute of Chartered Accounts of India.</p> <p style="text-align: center;">OR</p> <p>MBA[Investment Banking]/ MBA[Finance] from reputed University.</p> <p style="text-align: center;">OR</p> <p>Graduate from a reputed University with experience of Treasury in Nationalized or Scheduled Bank.</p>
Experience	Minimum -05- Years of experience in Treasury Management in a Nationalized Bank/ reputed Private/ Co-Operative Banks
Role & Responsibilities	<ul style="list-style-type: none"> ➤ Cash management ➤ Calculating and projecting return on various products of the Bank. ➤ Oversee investment portfolio of the Bank. ➤ Plan and execute Business Plan and Risk Management strategies. ➤ Handling of Bank's funds efficiently through Treasury. ➤ Earning highest possible risk-adjusted return of assets. ➤ Financial strategy development. ➤ Making sure Bank is in compliance with all regulations. ➤ Managing all Treasury Departments.
Posting	Bank's Head Office, Mehsana
Remuneration	At par with industry, negotiable
Other requirements/terms	<p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>

[8] IT TECHNOLOGY MANAGER & IT TECHNOLOGY OFFICER

Posts	One Manager & One Officer
Description	IT Architecture (System, Software, Physical, Logical, Network)
Pre-Requisites	Proven technology leader with experience in large scale architecture implementation including network design preferably in BFSI domain.
Educational Qualifications	B.Tech /B.E./ M.Tech /M.E. degree in Computer / IT OR MCA
Preferred Certification	CCNA RHCE
Experience Required	For Manager minimum -05- Years For Officer minimum -03- Years

Responsibilities	<ul style="list-style-type: none"> ➤ Architecture and System Design ➤ Lead strategic and operational planning ➤ IT architecture of the Bank (All hardware and Software systems, Network and Telecommunications) ➤ Strategic technology decisions ➤ Technology life-cycle management ➤ Understand business requirements for customer base and be able to translate them into technical requirements. ➤ Provide and develop Planning, Design, Implementation, Operation and Optimization services for Data Centre Networking. ➤ Expert level internetworking troubleshooting in a large-scale network environment. ➤ Experience configuring, monitoring, and tuning WAN/LAN network devices to optimize network performance and assure network security. ➤ Demonstrated experience configuring VLAN's and optimizing a high volume transaction WAN. ➤ Participation in team to strategize and implement network upgrade from legacy network configuration. ➤ Network systems planning and diagramming Visio for documentation. ➤ Experience with IOS, Cisco configuration utilities; network monitoring software, and UNIX. ➤ Demonstrated experience using a protocol analyzer to identify and resolve network issues and network usage trends. ➤ Experience with LAN hardware including patch panels, Fibre Optic, Cat 6 and higher wiring. ➤ Experience in L2 and L3 MPLS technology used by various service providers. ➤ Demonstrated experience in VOIP, QOS configuration on LAN, WAN ➤ Extensive knowledge of 6500, 4500, 3500, 2900 series Cisco switches. ➤ Interact with vendors for solution, sizing. ➤ Recommend procurement of Networking Equipment and Peripherals. ➤ Knowledge of Linux, Solaris, Windows, Unix operating system and virtualisation.
Other requirements/terms	<ul style="list-style-type: none"> ➤ 5 year for Manager, 3 year for Officer relevant experience in IT industry in Core Banking application ➤ Strong understanding of business impact of technology ➤ Strong ability to work well under pressure on multiple projects independently ➤ Excellent verbal and written communication skills ➤ Ready to work in 24x7 environment. ➤ B.Tech/B.E./M.Tech/M.E. degree in Computer/IT or MCA. ➤ Preferred Certification : CCNA, RHCE <p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be</p>

	<p>evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>
--	--

[9] IT DEVELOPMENT MANAGER & IT DEVELOPMENT OFFICER

Posts	One Manager & One Officer
Description	Implementation of new IT and Business initiatives requiring automation. Includes IT software development, both in-house and outsources
Pre-Requisites	Software project management experience. Knowledge of various software development language like Java, JavaScript, Android and iOS application.
Educational Qualifications	B.Tech /B.E./ M.Tech /M.E. degree in Computer / IT OR MCA
Preferred Certification	OCP JAVA Android Certification from Google
Experience Required	For Manager minimum -05- Years For Officer minimum -03- Years
Responsibilities	<ul style="list-style-type: none"> ➤ All new IT development initiative / projects ➤ Managing IT projects, monitoring, reporting ➤ Delivery of IT solutions for business ➤ Managing related budgets and outcomes ➤ Managing outsources IT development ➤ Analyses, defines, and documents systems scope, objectives, and overall design. ➤ Drives innovation by managing new initiatives and technology recommendations with a primary focus of driving software solutions. ➤ Prepares detailed systems and program specifications ➤ Performs design reviews across the organization ➤ Prepares project proposals and develops project plans ➤ Consults and advises on multiple technical solution to business problems ➤ Ensures products and services are aligned with current and future needs and expectations. ➤ Simplify and streamline the existing complex system ➤ Resolves customer issues with software solutions and responds to suggestions for improvements and enhancements ➤ Interacts with business users, IT, vendors and customers to define current and future application requirements ➤ Expert in one or more technical areas and guides others ➤ Java 1.8 and above with Spring and Hibernate

	<ul style="list-style-type: none"> ➤ Android and iOS mobile application development with hands on experience on REST API, JavaScript, Database (triggers, functions and store procedure) ➤ Working on Linux/Unix, cloud computing, AWS, Oracle Cloud, Google Cloud.
Other requirements/terms	<ul style="list-style-type: none"> ➤ 5 year for manager, 3 year for officer relevant experience in IT industry in core banking application ➤ Retail and corporate banking domain knowledge mandatory ➤ Strong ability to work well under pressure on multiple projects independently ➤ Strong understanding of business impact of technology ➤ Excellent verbal and written communication skills ➤ Ready to work in 24x7 environment. ➤ B.Tech/B.E./M.Tech/M.E. degree in Computer/IT or MCA. ➤ Preferred Certification: OCP JAVA, Android developer certification from Google. <p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>

[10] IT SECURITY MANAGER & IT SECURITY OFFICER

Posts	One Manager & One Officer
Description	Developing Implementing & Monitoring Information Security Policies, Business Continuity Planning.
Pre-Requisites	Proven experience in Information Security management in BFSI domain.

Educational Qualifications	B.Tech /B.E./ M.Tech /M.E. degree in Computer / IT OR MCA
Preferred Certification	CISA CIMS CISSP CEH
Experience Required	For Manager minimum -05- Years For Officer minimum -03- Years
Responsibilities	<ul style="list-style-type: none"> ➢ Information Security strategy and policy for the bank (applications, data, infrastructure and people related) ➢ Owning and sponsoring all security programs in the Bank ➢ Monitoring security logs of applications, operating systems, database, network etc. ➢ Business continuity and disaster recovery planning and monitoring ➢ Facilitating investigations in IT frauds and mitigation measures. ➢ Various policy development and its implementations. ➢ Various IT related audit and its compliances. ➢ Identification, evaluation control and reporting on information security risks, while supporting and advancing business objectives ➢ Monitor the security compliance via available tools and dashboards and ensure gaps are mitigated by collaborating with other stakeholders ➢ Conducting security assessments through vulnerability testing and risk analysis ➢ Performing Access / firewall reviews for the systems
Other requirements/terms	<ul style="list-style-type: none"> ➢ 5 year for manager, 3 year for officer relevant experience in IT industry in core banking application ➢ Strong ability to work well under pressure on multiple projects independently ➢ Strong understanding of various cyber security practices and various threats analysis. ➢ Excellent verbal and written communication skills ➢ Ready to work in 24x7 environment. ➢ B.Tech/B.E./M.Tech/M.E. degree in Computer/IT or MCA. ➢ Preferred Certification: CISA, CIMS, CISSP, CEH <p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>

[11] DATABASE ADMINISTRATOR MANAGER & DATABASE ADMINISTRATOR OFFICER

Posts	One Manager & One Officer
Description	Monitoring, Patching, Backup and restore of database. Sizing of Database of the Bank
Pre-Requisites	Proven experience in managing large database in BFSI domain and on cloud.
Educational Qualifications	B.Tech /B.E./ M.Tech /M.E. degree in Computer / IT OR MCA
Preferred Certification	OCP
Experience Required	For Manager minimum -05- Years For Officer minimum -03- Years
Responsibilities	<ul style="list-style-type: none"> ➤ Advance level understanding of the Oracle database, related utilities and tools ➤ On premise to cloud migration experience ➤ Oracle Database migration experience. ➤ Strong knowledge on Oracle RAC 11g, 12c and 19c. Strong knowledge of RAC networking, Sharp trouble shooting knowledge of RAC issues. Good technical knowledge of RAC background process. Oracle Upgradation from Oracle 10g to 11g, 11g to 12c, 12c to 19c ➤ Strong knowledge of Oracle database migration from one server to another server cross platform. Installation, configuration and implementation of Oracle 11g, 12c and 19c database's as per the best practices and as per the requirements. Creating database as per the requirements. Database User Role management. Applying PSU patching on oracle database on regular basis. Work with the teams to ensure that the associated hardware resources allocated to the databases and to ensure high availability and high performance. To Proactively monitor the database systems to ensure services are up and running. ➤ Experience of managing multiple RDBMS on large systems. Experience in doing performance and tuning of the databases. ➤ Problem solving skills and as self-starter. Capacity planning skills ability spot proactive services that benefit to customer in the future. ➤ Exadata ➤ Experience of performing database management including Monitoring, Backup, Data Recovery, Performance Tuning ➤ Develop scripts to automate functions, processes and monitor database performance ➤ Perform day-to-day Database Administration and ensure integrity, security and availability of applications environments

Other requirements/terms	<ul style="list-style-type: none"> ➤ 5 year for manager, 3 year for officer relevant experience in IT industry in core banking application ➤ Strong ability to work well under pressure on multiple projects independently ➤ Strong Core Oracle Database knowledge (11g/12c/19c) including RAC ➤ Strong SQL, PL/SQL and shell /Perl scripting skills ➤ Strong knowledge of backup and recovery. ➤ Knowledge on Enterprise Manager ➤ Excellent verbal and written communication skills ➤ Ready to work in 24x7 environment. ➤ B.Tech /B.E./ M.Tech /M.E. degree in Computer/IT or MCA. ➤ Preferred Certification: OCP <p>[1] Candidate will be on probation for a period of one year. During the period of one year probation, performance of the candidate will be evaluated and if the performance is found to be satisfactory, the candidate will be confirmed in the Bank's service.</p> <p>[2] The candidate will be subjected to transfer within the organization with additional/ any other job-role.</p> <p>[3] Candidate is advised to mention expected Salary while submitting his/her application.</p>
--------------------------	--

[12] STENOGRAPHER[ENGLISH]-CUM- PERSONAL ASSISTANT

Number of Positions	-01-
Position	Stenographer[English]-cum-Personal Assistant to CEO
Age Limit As on date	Not more than 35 years
Educational Qualifications	<ul style="list-style-type: none"> ➤ Graduate preferably in English Medium ➤ Govt. Certified Speed of 80 w.p.m. in English Stenography [Pitmen or Greg] ➤ Govt. Certified Speed of 40 w.p.m. in English Typing ➤ Passed CCC and having skill of working in MS Office
Additional Requirement	Having proficiency in Reading, Writing and Speaking of Gujarati.
Experience	Minimum 3 years of experience of working as Stenographer[English]
Roles & Responsibility	<ul style="list-style-type: none"> ➤ To carry-out dictation in English from Executive[s] ➤ Taking minutes during the meetings ➤ To draft letters, notes etc; independently in English ➤ Proper filing of papers

	<ul style="list-style-type: none"> ➤ Translation of letters, notes from Gujarati to English and English to Gujarati ➤ Function as Personal Assistant to Chief Executive Officer. ➤ To maintain the schedule of Chief Executive Officer. ➤ Should be ready to work during odd hours as well as during Sundays and Holidays.
Remuneration	Expected remuneration be informed, negotiable.
Posting	At Corporate Office, Mehsana.
Other Requirement	Candidate must be having good health and energetic.