

## **THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI**

Municipal Bank Bhavan, 245, P.D'mello Road, Fort,  
Mumbai – 400 001.

The Municipal Co-operative Bank Ltd., Mumbai having Business Mix of Rs.6314 Crores & Network of 22 Branches/Offices & 10 own ATMs running on Core Banking platform invites application for the following posts.

### **DY.GENERAL MANAGER – 1 Post**

(1 Post for Open Category)

### **ASSTT.GENERAL MANAGER – 1 Post**

(1 Post for Open Category)

### **BRANCH MANAGER – 2 Posts**

(1 Post for V. J. (A)

(1 Post for O.B.C.)

### **MANAGER (IT) – 1 Post**

(1 Post for Open Category)

### **ASST. MANAGER (IT) – 2 Posts**

(1 Post for Open Category)

(1 Post for S.C. Category)

### **Executive Assistant – 1 Post**

(1 Post of S.C. Category)

Apply with latest detailed resume to  
The General Manager, The Municipal Co-op. Bank Ltd., Mumbai  
Post Box No.1027, G.P.O., Mumbai – 400 001  
For further details refer Bank Website : [www.municipalbankmumbai.com](http://www.municipalbankmumbai.com)  
Phone No.022-22616911/12 Extn No.863/864

Date : 01.10.2020  
rmb/- Adv-Vacancy

<b>DY. GENERAL MANAGER – 1 POST (OPEN CATEGORY)</b>	
(A)	<p><b>Academic Qualification :</b></p> <ol style="list-style-type: none"> <li>1) Post Graduate in Commerce or Economics of a recognized university MBA (Finance full time) or C.A./I.C.W.A./C.S./M.B.A. (Finance- Full time)</li> <li>2) Candidate with Post Graduate in Commerce/Economics or M.B.A. (Finance – Full time) from recognized University must have passed C.A.I.I.B. qualification. C.A.I.I.B. qualification is not compulsory for candidate with qualification of C.A./I.C.W.A./C.S.</li> <li>3) Preference will be given to the candidate passed LL.B. of recognized university</li> <li>4) Candidate with Post Graduate in Commerce/Economics or M.B.A. (Finance – Full time) from recognized University must acquire qualification of G.D.C.A./H.D.C./D.C.B.M./D.C.B./ D.C.M. within a period of 2 years from the date of joining the service of the bank. This condition is relaxed for candidate with qualification of C.A./I.C.W.A./C.S..</li> </ol>
(B)	<p><b>Experience :</b></p> <p>A) Candidate with Post Graduate in Commerce/Economics or M.B.A. (Finance – Full time) from recognized University</p> <ol style="list-style-type: none"> <li>1. Minimum 5 years experience as Sr. Manager or above post in Nationalised Bank/Private Bank <b>OR</b></li> <li>2. Minimum 5 years experience as Dy.General Manager or Asstt. General Manager or equivalent post in Co operative Bank having Deposit of Rs. 500 Crores <b>OR</b> above.</li> </ol> <p>B) Candidate with qualification of C.A./I.C.W.A./C.S.</p> <ol style="list-style-type: none"> <li>1. Minimum 3 years experience as Sr. Manager or above in Nationalised/Private Bank <b>OR</b></li> <li>3. Minimum 3 years as Dy.General Manager or Asstt. General Manager or equivalent post in Co-operative Bank having Deposits Rs. 500 Crore <b>OR</b> above.</li> </ol>
(C)	Candidate should read, write and speak Marathi with fluency.
(D)	<p><b>Age :</b> Upto 45 years</p> <p>Note : Minimum age for <u>candidates</u> working in Municipal Co-op. Bank should not be more than 50 years.</p>
(E)	Salary is negotiable but candidate should mention his/her existing and expected gross salary in his Bio-data. (Actual gross salary & CTC)
(F)	<p><b>Fee :</b></p> <p>Rs. 500/- by way of demand draft drawn in favour of The Municipal Co-operative Bank Ltd., Mumbai towards non-refundable fee should be submitted alongwith application.</p>
(G)	For above post relaxation for age, experience and qualification will be at the discretion of Board of Directors.
(H)	How to apply :Application typed or legibly hand-written in English in the given format alongwith detailed Resume and supporting relevant documents should reach by Post on Post Box No. 1027, General Post Office, Mumbai-400 001 on or before 13.11. 2020. <b>The name of the post applied should be superscribed on the envelope.</b>

<b>ASSTT.GEN. MANAGER – 1 POST (OPEN CATEGORY)</b>	
(A)	<p><b>Academic Qualification :</b></p> <p>(1) Post graduation from recognized University in Commerce/ Economics or M.B.A. (Finance – Full time) or C.A./I.C.W.A./C.S.</p> <p>(2) Preference will be given to candidates having qualification of C.A.I.I.B. OR L.L.B. OR Diploma/Degree from recognized University in Management OR Information Technology (Computer).</p> <p>(3) Selected candidate must acquire G.D.C. &amp; A./H.D.C./D.C.B.M./ D.C.B./D.C.M. within a period of 2 years from the date of joining the services of the Bank. Relaxation is given for selected candidate who passed C.A./I.C.W.A./C.S..</p>
(B)	<p><b>Experience :</b></p> <p>A candidate with Post Graduation from recognized University in Commerce/Economics or M.B.A. (Finance- Full Time) should have minimum 3 years experience as Senior Manager or Asstt.General Manager or equivalent post in Bank. Relaxation is given for candidates passed C.A./I.C.W.A./C.S.</p>
(C)	<p>Candidate should read, write and speak Marathi with fluency.</p>
(D)	<p><b>Age :</b> Upto 50 years for Officers working with The Municipal Co-operative Bank Ltd., Mumbai and in case of other candidates maximum age upto 40 years.</p>
(E)	<p>Salary is negotiable, candidate should mention his/her existing and expected salary in his/her Bio-data (Actual gross salary &amp; CTC).</p>
(F)	<p><b>Fee :</b></p> <p>Rs. 500/- by way of demand draft drawn in favour of The Municipal Co-operative Bank Ltd., Mumbai towards non-refundable fee should be submitted alongwith application.</p>
(G)	<p>For above post relaxation for age, experience and qualification will be at the discretion of Board of Directors.</p>
(H)	<p>How to apply :Application typed or legibly hand-written in English in the given format alongwith detailed Resume and supporting relevant documents should reach by Post, Post Box No. 1027, General Post Office, Mumbai-400 001 on or before 13.11.2020. <b>The name of the post applied should be superscribed on the envelope.</b></p>

<b>BRANCH MANAGER – (OBC – 1 POST AND VJ (A) - 1 POST)</b>	
(A)	Designation : Branch Manager –
(B)	<p><b>Academic Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Degree from recognized University in Commerce/Banking/M.B.A. (Finance – Full Time)/ C.A./I.C.W.A./ C.S.</li> <li>2. Preference will be given to the candidate passed C.A.I.I.B. or possess a Degree or Diploma in Computer from recognized University/Institute.</li> <li>3. Candidate with degree from recognized university in Commerce/Banking/ M.B.A. (Finance- Full time) if gets selected then he/she has to acquire G.D.C. A./H.D.C./D.C.B.M./D.C.B./ D.C.M. Diploma within a period of 2 years from the date of joining the services of the Bank. This condition is relaxed for the candidates with qualification of C.A./I.C.W.A./C.S.</li> </ol>
(C)	<p><b><u>Experience :</u></b></p> <p>Candidate with degree from recognized University in Commerce/Banking/M.B.A. (Finance- Full time) must have minimum 3 years experience in Bank as Sr. Manager/Branch Manager/Dy.Manager/Asstt. Manager. The said experience criteria is not applicable for candidates having qualification of C.A./I.C.W.A./C.S.</p>
(D)	Candidate must be able to read, write and speak Marathi with fluency.
(E)	<b>Age :</b> Upto 50 years for Officers working with The Municipal Co-operative Bank Ltd., Mumbai and in case of other candidates maximum age upto 40 years.
(F)	Salary is negotiable but candidate should mention his/her existing and expected salary in his/her Bio-data (Actual Gross Salary & CTC)
(G)	For above post relaxation for age, experience and qualification may be considered.
	Fee : Rs. 1,000/- by way of Demand Draft drawn in favour of The Municipal Co-operative Bank Ltd., Mumbai towards non-refundable fee should be submitted alongwith application.
	How to apply : Application typed or legibly hand-written in English in the given format alongwith detailed Resume & supporting relevant documents should reach by Post, Post Box No. 1027, General Post Office, Mumbai-400 001 on or before 13.11.2020. <b>The name of the post applied should be superscribed on the envelope.</b>

(1)	<b>Manager (IT) – No. of Post 1</b>
(A)	➤ <b>Qualification &amp; Experience</b> : BE ( Computers/ IT) with 5 Years' experience <b>OR</b> BCA or MCA Degree from recognized Universities with JAIIB/CAIIB certification & preferably with Diploma in Computer Applications 7 years experience in implementation/support for Core Banking Solution, ATM Switch, Delivery Channel, Hardware/Networking and with the knowledge of computer operations. Priority will be given to candidates with Banking domain experience.
	Essential Personal Qualities :  (a) Leadership capability (initiative, Drive, Team building, Group maintenance, Perseverance) (b) Conversational perceptive (Uninterrupted flow of ideas) (c) General Intelligence, concepts explicitness capacity to rationalize and analyse. (d) Negotiation Skill (e) Judgement capability (Job knowledge, pragmatic approach)
(B)	<b>Age</b> : Upto 35 years.
(C)	Candidate must be able to read, write and speak Marathi with fluency.
(D)	Salary is negotiable but candidate should mention his existing and expected salary in his Bio-data (Actual gross salary & CTC).
(E)	<b>Fee:</b> Rs. 1,000/- by way of Demand Draft drawn in favour of The Municipal Cooperative Bank Ltd., Mumbai towards non-refundable fee should be submitted alongwith application.
(F)	For above post relaxation for age, experience and qualification will be at the discretion of Board of Directors.
(G)	Please note that selected candidate during his whole service period will work in IT Department only.
	<b>How to apply</b> : Application typed or legibly hand-written in English in the given format alongwith detailed Resume & supporting relevant documents should reach by Post, at Post Box No. 1027, General Post Office, Mumbai-400 001 on or before 13.11.2020. <b>The name of the post applied should be superscribed on the envelope.</b>

(2)	<b>Assistant Manager IT – No. of Post 2 (Category for Open-1, SC-1)</b>
(A)	<b>Assistant Manager- IT ( IT Support) - No. of Post-1</b>
	➤ <b>Qualification &amp; Experience:</b> BE (Computers/IT/ Electronics & Telecommunication) with 3 Years' experience <b>OR</b> BCA or MCA Degree from recognized Universities & preferably with Diploma in Computer Applications with 5 years' experience, in implementation/support for Core Banking Solution, ATM Switch & Delivery Channels and with the knowledge of computer operations.
(B)	<b>Assistant Manager IT ( Hardware / Networking ) – No. of Post 1</b>
	➤ <b>Qualification &amp; Experience:</b> BE (Computers /IT/ Electronics & Telecommunication) with 3 Years' experience <b>OR</b> Degree from Recognized University with Degree/ Diploma from in Computer Applications from Recognized University or CCNA with 5 years' experience in Hardware/Networking & System Installation & Monitoring of which 3 years working experience in IT Department of the Bank. Candidate should read, write and speak English, Hindi & Marathi with fluency.
(C)	<b>Age :</b> Upto 30 years.
(D)	Candidate must be able to read, write and speak Marathi with fluency.
(E)	<b>Fee:</b> Rs. 1,000/- by way of Demand Draft drawn in favour of The Municipal Cooperative Bank Ltd., Mumbai towards non-refundable fee should be submitted alongwith application.
(F)	Salary is negotiable but candidate should mention his existing and expected salary in his Bio-data (Actual gross salary & CTC).
(G)	For above post relaxation for age, experience and qualification will be at the discretion of Board of Directors.
(H)	Please note that selected candidate during his whole service period will work in IT Department only.
	<b>How to apply :</b> Application typed or legibly hand-written in English in the given format alongwith detailed Resume & supporting relevant documents should reach by Post, Post Box No. 1027, General Post Office, Mumbai-400 001 on or before 13.11.2020. <b>The name of the post applied should be superscribed on the envelope.</b>

(2)	<b>Executive Assistant – No. of Post 1 (Category for Scheuled Caste)</b>
(A)	<p>➤ <b>Qualification &amp; Experience:</b> Degree from recognized Universities in Commerce with minimum 45% marks.</p> <p>Candidate must have minimum typing speed @ 40 w.p.m. for English and @ 30 w.p.m. for Marathi typing. Candidate must posses Government Commercial Certificate for typing speed.</p> <p>Preference will be given to candidate having MS Office or MS CIT Certificate.</p> <p>If candidate dosen't have MS CIT certificate then he/she must acquire MS CIT Certification during probation period.</p> <p>Existing Municipal Bank Staff working as Executive Assistant can also appear and will be deputed as Typist only after qualifying in Typing test and interview.</p> <p>Preference will be given to candidate having Shorthand speed @ 120 w.p.m. in Marathi and English Shorthand.</p>
(B)	Age : Candidate's age should be between 18 to 35 years
(C)	Candidate must be able to read, write and speak Marathi with fluency.
(D)	<b>Fee:</b> Rs. 1,000/- by way of Demand Draft drawn in favour of The Municipal Cooperative Bank Ltd., Mumbai towards non-refundable fee should be submitted alongwith application.
(E)	Salary is negotiable but candidate should mention his existing and expected salary in his Bio-data (Actual gross salary & CTC).
	For above post relaxation for age, experience and qualification will be at the discretion of Board of Directors.
	<b>How to apply :</b> Application typed or legibly hand-written in English in the given format alongwith detailed Resume & supporting relevant documents should reach by Post at Post Box No. 1027, General Post Office, Mumbai-400 001 on or before 13.11.2020. <b>The name of the post applied should be superscribed on the envelope.</b>





**7. Work Experience :**

Name of the employer (s) firms etc. and the nature and details of activities carried out by the employer	Designation and rank if any	Period of Service		Length of service years, months, days	Nature of duties performed in detail	Remarks (Reasons) for leaving service)
		From	To			

- (Enclose zerox copy of relevant work experience Certificate)

**8. Actual Gross Salary per month :** \_\_\_\_\_

CTC : \_\_\_\_\_

**Expected Gross Salary per month :** \_\_\_\_\_

CTC : \_\_\_\_\_

- (Zerox copy of latest salary certificate to be enclosed.)

**9.** 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 if at any time, it is found that any information given in this application is false/incorrect or do not satisfy the eligibility criteria according to the advertisement, my candidature/appointment is liable to be cancelled/ terminated.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Note : All certificate to be self attested.**