

DENA RURAL DEVELOPMENT FOUNDATION (DRDF)
(A Society Registered under Society Registration Act, 1860)
DENA BANK

APPOINTMENT OF RSETI DIRECTOR ON CONTRACT BASIS
IMPORTANT: LAST DATE OF RECEIPT OF APPLICATIONS – 25.10.2012

1. ELIGIBILITY CRITERIA:-

a. NATIONALITY/CITIZENSHIP

i. A candidate must be either i) a citizen of India or ii) a subject of Nepal or iii) a subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be provisionally admitted to the examination/interview conducted by the Bank but on final selection the offer of appointment will be given only after producing necessary eligibility certificate issued to him by the Government of India.

b. AGE LIMIT (as on 01.10.2012)

i. **Maximum:** - 45 years as on 01.10.2012. However, in case of non-availability of candidates in the said age group, a retired person / VRS optee from Public Sector Bank / Gramin Bank shall be preferred.

c. ESSENTIAL QUALIFICATION:-

i. Post Graduate degree viz. MSW / M.A in Rural Development / M.A in Sociology / Psychology / B.Sc. (Ag.) / B.A. with B.Ed. etc. The candidate should have flair for teaching with Computer Knowledge.

DESIRABILITY:-

ii. Officers with rural development background i.e. Agriculture Finance Officer / Rural Development Officer/ Agriculture Officers converted to Mainstream of banking/Lead Districts Managers /Faculty members of Training Centres/Colleges with specialization in Rural Development etc., shall be preferred.

2. JOB DESCRIPTION :-

a. Supervise / monitor the RSETIs, conduct trainings as per guidelines of DRDF/MoRD/NAR/DRDA or such other institutes

b. Report to the Governing Council of DRDF

- c. Creating awareness on the institute, its objective & the importance of Self employment / entrepreneurship in the area of operation.
- d. Identification & selection of candidates to the training.
- e. Identifying the potential entrepreneurial opportunities in the area and designing / planning suitable training programmes
- f. Organising faculty for skill training
- g. Arranging training materials
- h. Imparting EDP / soft skills effectively in the training
- i. Ensuring quality of training
- j. Effective Post training facilitation and counseling to the trained candidates
- k. Credit linkages with Banks to the settled entrepreneurs
- l. Organising sensitization workshops to Bank officers, NGOs & Govt. Officials
- m. Liaisoning with Banks, NGOs & Development institutions, Govt. departments, etc.
- n. Ensuring efficient management of the institute.

3. SELECTION PROCEDURE:-

Interview - Merely satisfying the eligibility norms do not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.

4. CONTRACT PERIOD:-

The candidate shall be appointed on contract basis for a period of 3 to 5 years with annual review. Renewal may be possible at Bank's sole discretion in terms of extent policies and rules

5. SALARY:-

Rs 15,000/- per month. However, in case of retired employees / VRS Optee - pension + proposed remuneration be less or equal to last drawn salary of such persons proposed to be appointed as Director not exceeding Rs. 20,000/-.

6. POSTS:-

Sr. No.	Dist.	State	No. of Post
1	Kutch	Gujarat	1

7. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE)

- a) For SC/ST/PWD - Rs. 50/- (Only Postal Charges)
- b) For all others (including OBC/Ex-Servicemen) - Rs. 400/-

8. NOTE:-

a. Requisite application fee must be paid by way of **"Fees Payment Challan"** by visiting nearest Dena Bank's Branch or by way of **"NEFT"** by visiting any Scheduled Commercial Bank.

b. Fees Payment Challan / NEFT must be paid on or after 10.10.2012 and on or before 25.10.2012 the last date of payment of fee. Even if the Bank extends the date of receipt of application by one or two days, the valid dates of Fee Payment Challan/ NEFT will not be changed. Candidates must write his/her name, Contact Number (Mobile/Phone number) and address and post applied for on the reverse of the Fees Payment Challan /NEFT

c. Application fees by Demand Draft/Pay Order/cash/cheque/money order/postal stamps will NOT be accepted.

The guideline for candidates who wish to pay the requisite fees by means of **"PAYMENT CHALLAN"** (where nearest Dena Bank Branch is available):

a. Applicants are first required to go to the Bank's website www.denabank.com and click on the Home page open the link **"Recruitment"**

b. Thereafter, open the recruitment Notification entitled **"DRDF - Application for the post of the Director RSETI on contract"**.

c. Take a Print of the entire **"FEES PAYMENT CHALLAN"**

d. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.

e. Go to the nearest DENA BANK BRANCH with the Fee Payment Challan and Pay in cash, the appropriate application Fee in CBS Account NO. 090311023930 with Jawahar Nagar Branch, Raipur, in the name & style of **"DRDF- C/o Dena Bank Recruitment Project for appointment of RSETI Director on contract basis"**.

f. Obtain the applicant's Copy of Counterfoil of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name & Branch SOL ID (b) Transaction ID (c) date of Deposit & amount filled by the Branch Official.

OR

The guideline for candidates who wish to pay the requisite fees by means of **"NEFT"**:

a. Applicants are first required to go to the Bank's website www.denabank.com and click on the Home page open the link "Recruitment"

b. Thereafter, open the recruitment Notification entitled "DRDF - Application for the post of the Director RSETI on contract".

c. Take a Print of the " Instructions for application for funds transfer under NEFT"

d. Go to the nearest Branch of any Bank which is listed by RBI under RTGS/ NEFT system and Pay in cash, the appropriate application Fee in CBS Account NO. 090311023930 with Vijay Nagar Branch, Bhuj (IFSC code BKDN0330903) in the name & style of "DRDF- C/o Dena Bank Recruitment Project for appointment of RSETI Director on contract basis".

e. Obtain the applicant's Copy of Counterfoil of the Application Fee duly receipted by the Bank with (a) Branch Name & Code Number, (b) UTR Number, (c) date of Deposit & amount filled by the Branch Official.

9. GENERAL INSTRUCTIONS:

a. While applying for the posts, the applicant should ensure that he / she 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 that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her contractual appointment is liable to be terminated without any notice.

b. 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 the right to fill or not to fill the above advertised position without assigning any reason thereof.

c. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for interview.

10. SUBMISSION OF APPLICATION :-

a. Eligible candidates have to submit their applications in the given format (Annexure A)

b. Application should reach the address given below on or before 25.10.2012 with fee pay challan, / NEFT receipt against fees for requisite amount attached. For the candidates staying abroad and for those posted there, applications from Andaman & Nicobar Islands, Lakshadweep and Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahul and Spiti Districts and Pangri Sub-Division of Chamba District of Himachal Pradesh, the last date of receipt of application will be 27.10.2012 (including far flung areas).

c. Application received after the last date will not be entertained.

d. Incomplete applications will be rejected.

Application super scribed "**Application for the post of Recruitment as Director, RSETI on contract**" should be sent to

**Regional Manager,
Dena Bank, Regional Office,
Opp. G. K. General Hospital,
Lotus Plot,
Bhuj – 370001 (Gujarat)**

(Annexure-A)
APPLICATION FOR THE POST OF DIRECTOR RSETI ON CONTRACTUAL BASIS

Paste Passport
size Photograph

Please sign across
the Photograph

To,
Regional Manager,
Dena Bank, Regional Office,
Opp. G. K. General Hospital,
Lotus Plot,
Bhuj – 370001 (Gujarat)

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

1. NAME (in full): _____

2. ADDRESS FOR CORRESPONDENCE:

3. CATEGORY: _____

4. If person with Disability:

Type of disability:

Percentage of disability:

5. DATE OF BIRTH (As per School leaving Certificate):

Age in completed years as on 01.10.2012 _____

6. Details of Non refundable Application Fee:

Mode of payment: - NEFT / Fee payment challan Branch/ Branch Name:

Transaction ID/ UTR No.

Date of Payment: Amount:

7. Contact Details:

MOBILE NO. - LANDLINE No.

E-MAIL ID-

8. GENDER:

9. NATIONALITY:

10. RELIGION:

11. MARTIAL STATUS:

12. Father's/ HUSBAND'S NAME:

13. PERMANENT ADDRESS:

14. EDUCATION QUALIFICATION

Qualification	Details (B.A./B.Sc/ M.A./M.Sc etc.)	Board/ University	Full time/ Part Time	Year of Passing	Subject/ Specialization	Marks (Rank if any)
Graduation						
Post Graduation						
Professional Qualification						
Others/ Computer Knowledge						

15. RELATIVE EXPERIENCE - Total (in years) _____

SN	Name of Bank	Designation	Duration From To	Responsibilities	Pay Scale	Extra Ordinary Achievements

16. RETIRED ON VRS/ SUPERANNUATION _____

DATE OF RETIREMENT _____

TOTAL YEARS OF SERVICE _____ years

OUT OF WHICH AS AN OFFICER _____ years

NO. OF YEARS WORKED AS RURAL BRANCH MANAGER _____ years

**17. DATE OF ISSUE OF SERVICE
CERTIFICATE OF PREVIOUS EMPLOYER _____**

18. DETAILS OF PRESENT EMPLOYMENT:

- (a) Organisation
- (b) Full Address:
- (c) Position:
- (d) Reporting to:
- (e) Salary/Compensation presently drawn:

19. Brief detail of experience in the Bank in respect of working in Rural area /as Rural Development Incharge/ as Faculty/as LDM etc.

20. Significant Achievement (If Any) in respect of above assignments-

21. Name and addresses of two references-

1) _____

2) _____

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of 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 service are liable to be terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings 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 at Mumbai and Courts/tribunals/forums at Mumbai undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Banks website dated_____.

Place: _____

(Signature of applicant)

Date: _____

Enclosures:

1.

2.

3.