



The Maharashtra State Co-operative Bank Ltd.

(Incorporating The Vidarbha Co-op. Bank Ltd.)

(Scheduled Bank)

Sir Vithaldas Thackersey Smruti Bhavan,

9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai 400001

Ph. +91-22-69801000 Post Box No. 472

Email: hrdm@mscбанк.com Website: www.mscбанк.com

Advertisement No.03 / MSC Bank / 2024-25

RECRUITMENT OF SPECIALIST OFFICERS

The Maharashtra State Co-operative Bank Ltd., (MSC Bank) Mumbai, a scheduled Bank is the leading and Apex Cooperative Bank in Maharashtra State, established in 1911. The Bank is operating through its Head Office at Mumbai, 6 Regional Offices and 57 Branches in Maharashtra. The Bank invites Off-line applications from citizens of Maharashtra who are interested to work in the Banking sector by Post / Speed Post / Courier for **various posts of Specialist Officers in the Bank.**

Candidates fulfilling the prescribed eligibility criteria are requested to apply Offline by downloading Application form **Annexure-1** and **Annexure-2** from the Bank's website <https://www.mscбанк.com/careers> and send it to the Bank along with self-attested photocopies of documents on or before the timeline indicated.

Important Instructions:-

1. Candidates should ensure that they fulfill the eligibility criteria before applying for the posts. The MSC Bank will shortlist eligible candidates and conduct interviews of the said eligible candidates only for the post applied by them on the basis of the information furnished in the application form and if it is found that any information furnished in the application form is false/incorrect/ incomplete or does not satisfy the eligibility criteria for the post, his/her candidature shall be cancelled and he/she shall not be allowed to appear for the interview.
2. Mode of application: Candidates are required to go through the Bank's website <https://www.mscбанк.com/Careers.aspx> & Download application form **Annexure-1** and **Annexure-2** and send their filled application form Annexure-1 and Annexure-2 Off-line by Post / Speed Post / Courier. No other mode for submission of the application form shall be allowed. Self-attested photocopies of supporting documents should be enclosed with the application form.
3. Help Facility: In the case candidates face any difficulty in filling up the Application form, or have any queries they can contact on Telephone No. 022-69801182/84/86 during office hours.



Detailed Advertisement

The Maharashtra State Co-operative Bank Limited is inviting applications for recruitment of various posts of Specialist Officers through interview. Interested candidates who fulfils the prescribed eligibility criteria are required to download the Application form **Annexure-1** and **Annexure-2** from the Bank's website and send it by Post/ Speed Post / Courier.

CUT-OFF DATE FOR ELIGIBILITY CRITERIA AND OTHER DETAILS:

Age, Qualification, Experience etc. should be as of dt. **01.12.2024** for Specialist Officers.

POST WISE ELIGIBILITY CRITERIA :

Sr. No	Post Name	No. of Post	Min. Age	Qualification	Experience
1	Specialist Officer (Credit) (In Assistant Manager Grade)	04	25 Years	Graduate with professional qualification of CA from recognized University/institution.	A)Candidates should have at least 1 year working experience as Chartered Accountant in a C.A. Firm [Preferably in Banking, Financial/Insurance(BFSI) Institutions or related field] B)Candidate should have knowledge in the field of Risk Management, Auditing, Compliance, Project Appraisal & Taxation Laws in Banking Sector. C)Preference will be given to candidates having proficiency in Software related to Finance, ERP System, Microsoft Excel, Power Point & Financial Tools.
2	Specialist Officer (Legal) (In Assistant Manager Grade)	08	28 Years	LL.B/LL.M with 55% from a recognized University and enrolled as an Advocate with Bar Council.	Candidate should have at least 3 to 5 years' experience of working as an advocate in District Courts, Co-operative Courts, High Courts, NCLT matters, SARFAESI matters etc. or having experience in & dealt with the matters relating to above courts in any banking industry.



3	Specialist Officer (Due Diligence) (In Assistant Manager Grade)	01	28 Years	B.E.(Civil) / B.Arch. with atleast 55% marks from a recognized University. Preference will be given to candidates who have done M.I.E./F.I.V. certification.	A) Candidate should have minimum 3 years of working experience in credit/risk assessment sector or due diligence in banking sector. B) Candidate should be well versed with financial, legal, banking regulations, Finance & Loan collateral related matters. C) Candidate should have proficiency in handling MS-Excel & other related software.
4	C.A. – Inter. (In Officer Gr. II Grade)	10	25 Years	Commerce Graduate from recognized University & should have cleared C.A./C.M.A./C.S. intermediate / Executive examination.	C.A./C.M.A./C.S. Articleship completion certificate is mandatory.

POST WISE KEY SKILLS :-

A) For Specialist Officer (Credit) & C.A.-Inter.:

- Appraisal / Assessment of credit proposals in accordance with RBI / NABARD guidelines and Bank policies.
- Pro-actively assess the main risks and propose mitigants at the deal initiation stage.
- To develop / have understanding of industries and critical key factors to the industry where bank have major credit exposure.
- Assessment of credit, operational, liquidity related risks, management and mitigation of risk.
- Conduct on going monitoring for existing customers.
- Preparing / suggesting new credit policies / implementing changes in existing policies.
- Conduct periodic company and plant visits in coordination with the Branch / Region Heads.
- Monitoring of existing project loans/ term loans, involving inputs on industry, financial and business risk, management and transparency, peer analysis and financial analysis and reviews of quarterly project reports, conduct a periodic portfolio and concentration analysis, suggest appropriate measures.
- Scrutiny of duly filled application forms and documents as per checklist until Loan Management System / other digital lending platforms are made fully operationalized.
- Conduct – CIBIL, RBI defaulters list and other verification / checks as per loan policy guidelines.



- Obtain confidential reports / Credit reports from other Banks / agencies wherever required within 5 working days.
- Preparation & uploading of returns of RBI, NABARD, Income Tax, TDS, GST, etc.
- Compliance of NABARD Inspection Report, Statutory Audit Report, etc.
- Initiate request/ follow-up for obtaining legal search report / valuation report from empanelled advocate/ valuer. Preparation of appraisal note in the prescribed formats as applicable depends on case-to-case basis.
- Overall control and monitoring of credit portfolio in accordance with bank policies and extant regulatory guidelines.
- The above roles & responsibilities are indicative and Bank at its own discretion may assign other roles as per business need.

B) For Specialist Officer (Legal):

- Rendering legal advices & opinions on all banking aspects & working as per the prevailing laws.
- Look after & protect the legal liabilities & affairs of the bank.
- Drafting of replies, letters & notices under various Acts.
- Scrutiny, Vetting, Processing of legal documents & agreements.
- Drafting & documentation of all agreements relating to business of the bank.
- Monitoring the legal errors & keeping authenticity of bank documentation.
- Monitoring litigations & co-ordination, regular interactions & follow up with paneled advocates for updating litigations.
- Visits to various courts, tribunals, authorities for monitoring the pending litigation, as per necessity.
- Legal compliance of the authorities like RBI, NABARD, Co-operative Depts., & various auditors.
- Look after the compliance of legal aspects, laws & orders pertaining to SARFAESI laws, Money laundering laws, Limitation Act, Consumer Protection Act, DRT Act, Bankers Book of Evidence Act etc.
- Framing of legal based policies for the bank.
- Daily reporting of legal matters to Senior Management.
- Offering legal advice / opinion and guidance to branches in matters involving legal issues and complications.
- Provide Guidance to branches in all legal matters that involve various facets of Banking. Assisting empanelled advocates / attending w.r.t to all legal cases before various courts like DRT, District courts, High court, Supreme Court, various Tribunals etc.,
- Drafting and issuing of SARFAESI notices, reply to objection / representation made by the borrower / guarantor, taking possession, filing of application U/s 14 of SARFAESI Act and its follow-up and put the property on sale / e-auction. Assisting authorized officer in taking action under SARFAESI Act i.e. SARFAESI notices, possession notices, sale notices drafted and issued.
- Drafting, vetting and verification of documents for various credit facilities including consortium facilities and vetting and approval of formats of bank guarantees.
- Drafting, vetting and counter vetting of documents/ notices etc. sent by various panel advocates for approval. Vetting and approval of lease deed of premises and various other property documents.



- Assigning the cases to advocates in respect of suit filed by bank or defended by Bank, as per the guidelines issued by Head Office from time to time and brief the case. Reviewing the performance of Advocates and submit the review report to H.O. as advised from time to time.
- Act as designated Nodal Officer for DRT, and undertake visit to DRT for monitoring, Securitization Application (SA) and keeping liaison with Recovery Officer (RO) & authorised officer (AO) for expediting the cases.
- Following up of all suit filed and decreed accounts and assisting Recovery Officer at DRT for early recovery. Execution of decrees and liaison with Court Receiver /OL etc.
- Giving legal opinion to the branches / Regional Offices in day to day banking and operational problems.
- Assisting branches and Regional Offices in approving the draft of FIR / Criminal Complaint before Local Police / CBI etc. and advising in fraud cases.
- The above roles & responsibilities are indicative and Bank at its own discretion may assign other roles as per business need.

C) For Specialist Officer (Due Diligence):

- Evaluating fund and firm ownership structure, valuation procedures, trade flow and internal controls, disaster recovery procedures, infrastructure, service providers, and compliance environment
- Ensure proper compliance protocols/procedures are adhered to and applied correctly
- Escalate high risk records or applications to the Manager/Director, Due Diligence or AML Compliance as appropriate.
- Generate required information and data to support periodic Management, Compliance, and Audit reporting
- Update the Company's KYC systems and databases with the most current AML/KYC client information
- Actively participate in initial operational due diligence visits and calls with potential and existing investment advisors to evaluate their overall control environment including, but not limited to, trading and settlement processes, accounting and valuation policies and procedures, and compliance policies and procedures
- Escalate high risk records or applications to the Manager/Director, Due Diligence or AML Compliance as appropriate, and obtain approvals as per established policies and procedures
- Perform operational risk reviews of funds
- Vetting of valuation & Due Diligence reports received from panelled vendors
- Regular follow-up and communication with vendors till finalisation
- Candidate should be well versed in on-line search of revenue records, well versed in valuation and due diligence procedure & regulation
- Field visits to borrower institution, if required.



OTHER INFORMATION :

1. Emoluments:

Sr. No.	Post	Approximate pay per month (Rs.)
1	Specialist Officer (Credit) (In Assistant Manager Grade)	65,000/-
2	Specialist Officer (Legal) (In Assistant Manager Grade)	65,000/-
3	Specialist Officer (Due Diligence) (In Assistant Manager Grade)	65,000/-
4	C.A. – Inter. (In Officer Gr. II Grade)	58,700/-

Pay Scale shall not be a constraint for the deserving candidates.

2. General conditions:

▪ Languages :

Knowledge of (Marathi / Hindi / English) languages Spoken & Written is essential.

3. Selection process:

Applications will be shortlisted based on the qualification criteria. The selection of the candidates will be done on the basis of interview/s by the expert panel.

4. How to Apply :

Candidates are required to visit Banks website <https://www.msrbank.com/Careers.aspx> & download the application form **Annexure-1** and **Annexure-2**. The applicants can apply for single post only.

NOTE:

The candidates applying for the posts should ensure that they fulfil all the eligibility conditions. Self-attested photocopies of supporting documents should be enclosed with the application form.

At the time of joining, the recommended candidates will have to bring proper discharge certificates from their employer.

If, on verification at any time before or after the Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature for the interview will be cancelled by the Board. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Board. A candidate who is or has been



declared by the Board to be guilty of obtaining support for his/her candidature by the following means, namely:

- a. Offering illegal gratification to, or
 - b. Applying pressure on, or
 - c. Blackmailing, or threatening blackmail any person connected with the conduct of the selection process, or
 - d. Impersonating, or
 - e. Procuring impersonation by any person, or
 - f. Submitting fabricated documents or documents which have been tampered with, or Making statements which are incorrect or false or suppressing material information, or
 - g. Attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution.
- To be disqualified by the Board from the interview for which he/she is a candidate and/or
 - To be debarred either permanently or for a specified period (i) by the Board from any selection held by them; (ii) by the Bank from any employment under them; (iii) dismissal from service by the Bank if he/she is already in Bank's employment; and (iv) if he/she is already in some other service, the Board writing to his/her employer for taking disciplinary action.
 - Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

5. Submission of Application form:

Application forms should be submitted in sealed cover by **Post / Speed Post / Courier.** (on or before 06.01.2025 up to 05.15 p.m.)

(Super-scribed as an Application for the post of _____).

To,

The Deputy General Manager (O.S.D.),

HRD&M Department,

The Maharashtra State Co-operative Bank Ltd., Mumbai,

Sir Vithaldas Thackersey Smurti Bhavan,

9, Maharashtra Chamber of Commerce Lane,

Fort, Mumbai – 400 001.

Post Box No-472.



Last date of Submission :

The Application should reach the Bank on or before 06.01.2025 up to 05.15 p.m.

Date of interview will be communicated to eligible candidates accordingly.

5. GENERAL INSTRUCTIONS :-

1. Candidates will be posted at Head Office, Mumbai after final selection.
2. Candidates who want to pursue entrepreneurship in future are advised not to apply for the said recruitment.
3. Your designation at the time of joining the Bank will remain same throughout your service with the bank but you will be entitled to get increments/other benefits in the promotional grade by taking into account your performance in the respective grade.
4. Probation period: The selected candidates will be appointed on probation for period of 06 months and then will be confirmed on attaining satisfactory performance.
5. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any reason.
6. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
7. In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying, etc. standards in interview, in relation to number of vacancies and communication of result, etc. the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
8. Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website <https://www.msccbank.com/careers>.
9. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
10. Junior Officers / Gr. II Officers who are confirmed in the services of the MSC Bank & fulfilled the eligibility criteria for the respective post are also eligible to apply for the said recruitment.
11. Bank reserves the right to change the eligibility criteria, posting location, extend or cancel the timeline of the advertisement, modify the emoluments as & when required.

Date : 17/12/2024.

Place :- Mumbai.

Sd/-

(Dilip N. Dighe)

MANAGING DIRECTOR



**The Maharashtra State Cooperative Bank Ltd.,
(Incorporating the Vidarbha Cooperative Bank Ltd.)
Scheduled Bank**

Affix recent
passport sized
photograph and
sign across.
**Do not pin/staple
the photo.**

APPLICATION

Application for the post of :

1. **Full Name** :
2. **Date of Birth** :
3. **Gender** : Male ☐ Female ☐
4. **Age as on 01.12.2024** : _____ Years _____ Month
5. **Category** :
6. **Residential Address** :
.....
.....
Pin Code No.
7. **E-mail ID** :
8. **Telephone No/** :
Mobile No.
9. **PAN No.** :
10. **Aadhar No.** :

11. **Educational Qualifications :**

Qualification	University	Year of Passing	% of Marks

12. Additional / Professional qualification :

Professional Qualification	Year of Passing	Institute
Certification		
Others		

Note- Please enclose self-attested photocopies of relevant qualification certificates along with the application form.

13. Work Experience :

Sr. No.	Employer	Designation	Date of Joining (From)	Date of resignation / exit (To)	Portfolio handled	Level of Management
1						
2						
3						
4						
5						

Note- Please enclose self-attested photocopies of relevant experience certificates along with the application form.

14. Achievements :

Sr. No.	Particulars	Award/Certificate/Scholarship	Proficiency in Games/Sports	Proficiency in literary work/art/culture

15. Reference of two important Professionals / Government officials :

Sr.No.	Particulars	Reference 1	Reference 2
1.	Full Name		
2.	Designation		
3.	Organisation		
4.	Official Address		
5.	Email Id		
6.	Telephone/Mobile No.		
7.	Aadhar / PAN		

16. List of photocopies of self-attested documents enclosed with the Annexure-1 .

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

Declaration

I hereby declare that all the above information is true and correct and I will abide by the decisions of the Bank in respect of all matter pertaining to this recruitment.

Date:

Signature of Applicant

INFORMATION

Sr. No	Information	Details / Explanation
1	Whether the applicant has faced any departmental enquiry during his/her service period : - If Yes – a) Nature of allegations – b) Status of enquiry as on date -	Yes / No
2	Whether the applicant during the course of his/her service was detained for more than 24 hours or served notice/s by any Statutory Authority : – If Yes – a) Name of Statutory Authority – b) Reasons for the detention / Notice/s – c) Current Status -	Yes / No
3	Whether the applicant has resigned during his/ her service/s with previous employer/s :- If Yes – Specify the reasons –	Yes / No

I confirmed that above information provided by me is true & complete.

Signature

(Name of the Applicant)