

**Tamil Nadu Industrial Cooperative (TAICO) Bank**  
**Recruitment Notification**

<b>Notification No.:</b>	M (EST) / Recruitment of CEO and ED/ 2023 – 2024.
<b>Date:</b>	11 – August – 2023.

TAICO is inviting applications for the following posts from eligible candidates on a fixed term contract basis.

<b>Executive Director</b>	
<b>Applications can be submitted from 14 – August – 2023 (9 AM).</b>	
<b>Due date for receipt of applications: 28 – August – 2023, 5 PM.</b> The due date of receipt of applications can be extended online in case inadequate number of applications are received by the due date.	
Number of positions	1
Location	Chennai
Full time/ part time	<ul style="list-style-type: none"> <li>Full time.</li> </ul>
Remuneration	<ul style="list-style-type: none"> <li>To be decided by the Competent Authority.</li> <li>Increments will be given annually based on a performance evaluation.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>Individuals will be provided one day of leave for each completed month of service. There shall be no provision for accumulation of leave beyond one year. Encashment and carry forward also will not be permitted.</li> <li>Other benefits will be as notified/ modified by TAICO from time to time.</li> </ul>
Qualification	<ul style="list-style-type: none"> <li>Chartered Accountant/ Chartered Financial Analyst (CFA)/ MBA.</li> <li>Note: Qualifications will not be a constraint for candidates with the right experience.</li> </ul>
Age limit	<ul style="list-style-type: none"> <li>Candidate should be 70 years or less of age on the date of issue of this Notification.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>Minimum 15 years of relevant experience in the area of banking and finance operations, recoveries, credit policy, fintech, etc. Preference will be given to candidates with relevant experience of 25 years.</li> <li>Experience in banking policy, lending, bill discounting, working capital, security evaluation, budget planning &amp; control, cash management, strategic planning, treasury, ALM and tax handling functions preferred.</li> <li>Experience in relevant departments such as Recoveries, Exception Management, etc.</li> <li>Should have hands-on experience in drafting and implementing manuals on internal audits, etc.</li> <li>Exceptional understanding of financial concepts and their applicability to live situations, banking systems, working of financial institutions, bill discounting, working capital finance, monetary and fiscal policies, priority sector lending and recent trends in the banking and finance space.</li> <li>Awareness of changes in the regulatory environment, on a continuous/ timely basis.</li> <li>Demonstrated experience as Regional or Zonal Head/ CFO/ equivalent in services related to finance.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>In-depth understanding of the overall MSME ecosystem including industrial cooperatives (especially sector-specific financial needs, capital requirements, lending behaviour to MSMEs, working capital, bill discounting, priority sector lending, etc.).</li> <li>Interest and ability to work with public sector/ government Institutions (Especially on projects relevant to MSME financing).</li> <li>In-depth understanding and expertise in handling industrial investments and financial portfolios from a development perspective.</li> <li>Ability to manage financial functions including but not limited to statutory compliances, budget, credit, insurance, taxation and audit functions, recoveries, exception management, e-auction sale systems, tracking irregularities, preparation and implementation of internal audit manuals, reduction of NPAs, etc.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Knowledge of qualitative and quantitative analysis techniques and principles.</li> <li>• Excellent oral and written communication skills.</li> <li>• Strong interpersonal skills.</li> </ul>
Broad job description	<ul style="list-style-type: none"> <li>• Oversee all financial functions including accounting, budget, credit, insurance, tax and treasury.</li> <li>• Business Planning and Analytics: Oversight of all activities including cross section of accounting and statistical data and reports.</li> <li>• Ensure timely completion and submission of financial and statistical reporting for management and regulatory agencies.</li> <li>• Monitor and review finance and treasury policies, procedures and practices in line with accounting standards, legal requirement and applicable laws.</li> <li>• Ensure prudent management of the Bank's cash flow and associated financial risk exposures.</li> <li>• Coordinate and report Internal and External Audits in line with regulatory requirements.</li> <li>• Responsible for GST and TDS Compliance for the bank.</li> <li>• Inform and advise senior management on the Bank's financial position, developments and/ or challenges faced.</li> <li>• Work with senior management in setting annual financial goals and targets beneficial to all stakeholders.</li> <li>• Tracking, identifying irregularities and reporting and managing the overall financial performance.</li> <li>• Assist in development and align with schemes that are driven by the State Government and the Board.</li> <li>• Any other assignment as given by relevant authorities from time to time.</li> <li>• Develop and maintain a Business Continuity Plan for the bank.</li> <li>• Responsible for capital adequacy to meet all regulatory and business requirements.</li> </ul>

Note: Qualifications will not be a constraint for candidates with the right experience or in case of exceptional CVs.

## APPLICATION

1. The applicants may go to this link: [www.taicobank.in](http://www.taicobank.in), and will be redirected to the online application form.
2. There is no registration/ application fee.

## RECRUITMENT PROCESS

3. From the set of applications received online, the shortlisted candidates will be asked to share their experience and qualification certificates. This initial shortlisting for interview will be carried out as follows:
  - First set of candidates to be shortlisted will be those from Nationalised banks/ State Financial Institutions/ NABARD/ SIDBI.
  - Second shortlist will be from other Financial Institutions of state, such as Co-operatives.
  - Third shortlist will be of candidates from Private scheduled commercial banks.
4. The candidates, in the sequence of shortlisting above, whose experience certificates, qualification certificates, and other proofs submitted satisfy the Authority of their veracity, will be called for an interview. The interview will be conducted in English in Chennai. The interview format will be communicated to the candidates through email. In exceptional cases, the Interviews may also be over a video call based on the decision of TAICO. Subsequent

to the interview and the verification of documents TAICO will issue the Offer of Appointment on Fixed Term basis.

5. Candidates whose online applications are complete, but are not shortlisted for the interviews may be placed on a waitlist. The waitlisted candidates will be called for interviews in the future in case of attrition, or in case of additional requirements in the next phase, without TAICO having to place fresh advertisements/ call for fresh applications if such recruitments take place within 2 years of the date of this Notification.
6. In case of candidates who interview with the Panel, but are not selected, the Interview Panel will take a final decision on retaining these candidates on the panel or if these candidates are to be dropped from future recruitments.
7. All further notifications will only be placed on the TAICO website.
8. In case the Interview Panel is convinced of the candidature of a particular candidate despite the candidate not being selected for the said post, the Panel may recommend the candidate for consideration for an alternate post in the same organisation without TAICO having to place fresh advertisements/ call for fresh applications if such recruitments take place within 2 years of the date of this Notification.
9. The final selection of the candidate will be based on the score in the interview. In case the scores of two candidates on the interview are tied, the candidate with the higher score on the online application form will be given preference.

## **DOCUMENTS TO BE SUBMITTED**

1. When submitting online application form:
  - a) Self-attested and signed resume with a clear passport size photograph of the candidate.
2. Candidates shortlisted based on their online applications will have to submit the following documents in PDF format within 2 days of such a request before they can be called for an interview:
  - b) Marksheets and Certificate of Class 10, Class 12, Graduation/ qualifying degree, Post-Graduation etc.
  - c) Proof/ testimonials from a Manager (or) Former manager certifying each of the Skills/ Experience details that were selected (ticked) on the online application form.
  - d) Experience certificates.
  - e) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.).

The above documents will be verified for completeness and their adherence to the online application form previously submitted by the candidate. The documents submitted will be checked by TAICO and the candidates will be called for interview only if their application form and the proof submitted satisfy TAICO.

3. Original documents to be produced at time of interview (as applicable) for verification:
  - a) Print out of the valid interview Call Letter and application form.
  - b) Proof/ testimonials from a Reporting Manager (or) Former Reporting Manager/ any other relevant proof certifying each of the Skills/ Experience details that were selected (ticked) on the online application form.
  - c) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/ X std. with date of birth).
  - d) Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card/ Passport/ Electors Photo ID Card/ PAN Card or Driving license. No other ID cards will be accepted.
  - e) Marksheets and Certificate of Class 10, Class 12, Graduation or qualifying degree examination, Post-Graduation etc.
  - f) Candidates serving in Government/ Quasi Govt. offices/ Public Sector Undertakings (including nationalised banks and financial institutions) are not required to produce a No Objection Certificate from their employer at the time of attending the interview in view of the short time frame within which the posts have to be filled.
  - g) Experience certificate.
  - h) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.)

**GENERAL INFORMATION:**

1. The post is on a fixed term contract, renewable every year based on the performance of the candidates, initially up to five years, extendable for further period (beyond five years) as decided by the Board of TAICO.
2. Only Indian nationals are eligible to apply.
3. All interviews at discretion of TAICO will be conducted in English at Chennai.
4. While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents prescribed above. In the absence of original certificates/ documents, candidature of the candidate shall be cancelled. TAICO takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately
5. Certificate of fitness: Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from a Registered Medical Practitioner. The candidates will also need to certify that they are not insolvent prior to being appointed.
6. Correct and true information regarding arrest, convictions/ debarment/ disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participation in agitation or any political organisation, candidature in election for parliament/ State Legislature/ Local Bodies, etc., if any, should also be furnished to TAICO, in the form of a self-declaration, at the time of application. Original of the judgement of Acquittals, order/ or G. O. dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for appointment in such cases must be produced at the stage/ time of certificate verification/ interview. TAICO reserves the right to conduct background checks on the candidates, prior to or after their appointment and in case any of the declarations are found to be incorrect, it could result in the termination of appointment.
7. Applications containing wrong claims relating to basic qualification/ eligibility age/ experience/ if the proof does not satisfy TAICO, will be liable for rejection.
8. All appointed candidates will be subject to the policies, rules and regulations as notified/ modified by TAICO from time to time.
9. All appointed individuals will be expected to work with Government officers in teams, assigned to them.
10. All appointed individuals will be expected to use their own vehicles, laptops etc. for the work assigned to them.

**OTHER INSTRUCTIONS:**

11. Before applying for the post, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
12. A candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by TAICO. TAICO would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information/ certificate/ documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcomings is/ are detected after appointment in TAICO, his/ her services are liable to be summarily terminated.
13. Decision of TAICO in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to recruitment process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by TAICO in this regard.
14. TAICO reserves the right to fix criteria such that for each post advertised, not more than five candidates are shortlisted for the interview. In case less than five candidates meet the criteria specified, or even if only one candidate meets the criteria specified, TAICO reserves the right to call the individual for the interview.
15. Not more than one application should be submitted by the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.

16. Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.
17. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
18. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
19. A candidate should ensure that the signatures appended by him/ her in all the places viz. in his/ her call letter, attendance sheet, etc. and in all correspondence with TAICO in future should be identical and there should be no variation of any kind.
20. In case of applications from candidates working in or retired from Government, the previous pay will be protected if there is no pension. In case of pension, the remuneration will be fixed as per relevant G.Os. Applicants from Government entities can attend the interviews without official permission. Such permission, as per procedure in their current office, will be required only if they are selected and intend to join in light of the short time frame within which the appointment to the said post is to be made.
21. Candidates will have to appear for the examination/ interview at their own expense.
22. Appointment of selected candidates is subject to their being declared medically fit and as per other requirements of TAICO as mentioned in this notification and subject to service and conduct rules of TAICO, as decided by the Board.
23. TAICO reserves the right to reschedule/ change (cancel/ modify/ add) any of the criteria, conduct of examination/ interview/ method of selection and provisional allotment etc.
24. Intimations will be sent to the applicants by email only to the primary email address mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID. However, candidates are required to check the recruitment section of the TAICO website for the latest updates pertaining to this notification.
25. Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of TAICO.
26. TAICO shall not be responsible if the information/ intimation does not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of TAICO and the candidates are advised to keep a close watch on our authorised website for latest updates, till the recruitment process gets completed.
27. Depending on the requirement, TAICO reserves the right to cancel/ modify the number of vacancies, if the need so arises, without any further notice and without assigning any reasons thereof.
28. TAICO reserves the right to alter the pay range/ qualifications/ number of vacancies for posts.

#### **ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published in the authorised website [www.taicobank.in](http://www.taicobank.in) from time to time.

The above post, corresponding job description and number of vacancies are subject to change from time to time depending upon the evolving need of the organization. So, you are advised to keep visiting the website for current vacancies and position.

Date: 11-Aug-2023

Place: Chennai.