दि दमण एवं दीव राज्य सहकारी बैंक लिमिटेड
THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD.
(RBI LICENSE No. Dos. RO (AH). REG/LIC.S-2187/04.36.000/2023-24 dtd.07-March-2024)
ADMINISTRATION DEPARTMENT
Head Office: H. No. 14/54,1st Floor, Dilip Nagar, Nani Daman-396210
Ph. No: 0260 2255984, 2255985 | Email: adm@ddscbl.bank.in

Notification no.01/2026-27 Date: 28.10.2026

Recruitment Notice

The Daman & Diu State Cooperative Bank Ltd., in furtherance to directions of NABARD, invites applications on plain paper with complete Bio-data from desirous candidates for hiring **one** "COOPERATIVE INTERNS" for a **period of one year** only for **Diu District**, on the terms and conditions contained in NABARD's circular dated 15.03.2024, uploaded on Bank's website https://ddcsbl.bank.in. The desirous candidates are advised to visit the Bank's website and go through the eligibility criteria and essential requirement, remuneration, age limit, tenure of internship and other terms and conditions as spelt out in NABARD's circular dated 15.03.2024 before applying for COOPERATIVE INTERNS". The candidates are required to enclose self-attested copies of their certificates with the application in support of their age, eligibility, education qualification, experience along with their latest passport size coloured photograph. The applications with all requisite documents duly addressed to "The General Manager (ADM), The Daman & Diu State Cooperative Bank Ltd., Head Office- H. No. 14/54, 1st Floor, Dilipnagar, Nani Daman- 396210" should reach at Head Office on or before **23.11.2026** by 05:00 PM positively. The applications received after due date will be summarily rejected. The engagement is purely an internship programme for one year only, funded through NCDC, without any liability of the Bank. It shall neither be construed as an appointment/employment nor an assurance of employment. Candidates may visit the Bank's website https://ddcsbl.bank.in regularly for any updates in this regard.

Sd/-
General Manager (Administration)

EC No. 40/ IDD -01/ 2023-2024 15 March 2024
Ref. No. NB. HO. IDD. Pol./1375/Pol 5/ 2023-2024

The Chairman
All State Cooperative Banks/ District Central Cooperative Banks

Madam/Dear Sir

Engagement of Cooperative Interns for strengthening the Cooperatives

With the aim to ensure that benefits of initiatives initiated by Ministry of Cooperation, Government of India reach the grass root level, strengthen cooperative based economic model and ensure necessary capacity building to the cooperatives, it has been decided that all State Cooperative Banks (StCBs) and District Cooperative Central Banks (DCCBs) may hire young professionals namely "Cooperative Intern" initially for three years, in which each intern will be hired for one year only.

2. Objectives Of Scheme :

i. To deepen the Cooperative Movement till grassroots level.

ii. Enable the professional graduates to learn the context and practical working of cooperatives.

iii. To expand pool of experienced cooperative professionals. Interns will be responsible for solving day to day problems faced by PACS in computerization, preparation of business plans, projects, financing issues, various approvals etc.

3. Eligibility:

MBA or equivalent in Marketing Management / Cooperative Management / Agri Business Management / Rural Development Management.

4. Essential Qualification:

Proficiency in computer is essential.

5. Age Limit:

Candidate should be minimum of 21 years of age and maximum of 30 years.

6. Number Of Interns And Location:

All State Cooperative Banks (StCBs) and District Cooperative Central Banks (DCCBs) will be permitted to hire one Cooperative Intern each. Presently, there are 34 StCBs and 351 DCCBs

in operation across India (Number of Interns -385). Appointment of an intern will be for a period of one year. The scheme will be valid for 3 years.

7. Process Of Selection:

The State Cooperative Bank will hire Cooperative Interns for DCCBs and themselves by advertising the vacancy on yearly basis by clearly stipulating the eligibility criteria and essential requirement, remuneration, age limit, tenure of internship and other terms and conditions as spelt out in this circular. The State Cooperative Bank will initiate the hiring/Selection procedure soon after receipt of this circular, to ensure that the interns are hired within a month of the receipt of this Circular.

8. Posting Of Interns:

Selected interns are needed to be posted to all the DCCBs and one at StCB based on their choice/s of district to reap the benefits of local understanding. StCB may post / transfer the interns based on the functional requirements.

9. Remuneration:

The selected Cooperative Intern will be paid a consolidated monthly remuneration of Rs.25,000/- which will be reimbursed from Cooperative Education Fund, Ministry of Cooperation through National Cooperative Development Corporation (NCDC). TA/DA will be provided by StCBs and DCCBs from their own funds. Interns may avail 10 days Casual Leave (CL) for the year and no other leaves will be granted. Leaves other than CL to be granted as "Leave without remuneration". Holidays may be available to the interns as applicable to the respective StCB/DCCBs.

10. Roles And duties of Intern:

The Intern will discharge following roles and duties:

i. The Intern will coordinate with PACS and other primary cooperatives and provide necessary guidance for the implementation of initiatives taken by Ministry of Cooperation, GoI.

ii. Interns will be responsible for solving day to day problems faced by PACS in computerization, preparation of business plans, projects, financing issues, various approvals, etc.

iii. He/she will prepare and share weekly status report of the implementation of initiatives taken by Ministry of Cooperation in coordination with DCCB/StCB.

11. Nodal Agency:

NCDC will administer the scheme with the support and cooperation of State Governments. NABARD will monitor the implementation of the scheme which will be executed by StCBs.

12. Other Terms And Conditions:-

i. The internship programme is neither an employment nor an assurance of an employment with the Bank or institutions associated with the Bank and no intern shall have any right or claim for an appointment with Banks by virtue of this internship programme.

ii. Internship is a fulltime programme and hence interns are required to observe working hours of the Banks. The internship may be discontinued any time without payment of any financial benefit if the performance of the intern is not found satisfactory or the intern is absent without authorization of the Bank. Without prejudice to the foregoing, Bank may terminate the services of the Intern at any time without assigning any reasons.

iii. The intern shall be required to maintain confidentiality of all the documents/reports and/or any information received by him/her during the internship period, violation of which would entail legal consequences. The Interns will not reveal to any person or organization any information relating to Bank, its business plan and policies which are not available in the public domain.

iv. The intern shall follow the rules and regulations of the concerned StCB /DCCB.

v. The Intern shall not reveal to any person/ organization confidential information pertaining to concerned Bank, its work and its policies.

vi. No intern shall interact with or represent the Bank to the media (print and/or electronic) including social media including face book/twitter handles, etc. They will not post their work on social media without express permission from the competent authority.

vii. Interns will conduct themselves professionally in their relationship with the Bank and the public in general.

viii. It may be strictly observed that the conduct of the interns and their access to the data shall be the sole responsibility of the concerned Bank.

Yours Sincerely

Subrat Kumar Nanda.

Subrat Kumar Nanda
Chief General Manager

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
National Bank for Agriculture and Rural Development
संस्थागत विकास विभाग
प्लॉट क्र सी-24, 'जी' ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 26524843 • फ़ैक्स: +91 22 26530089• ई मेल: idd@nabard.org
Institutional Develpoment Department
Plot No. C-24, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 • Tel.: +91 22 26524843 • Fax: +91 22 26530089 • E-mail:idd@nabard.org