

Notification no.1/2025-26**Important: LAST DATE OF RECEIPT OF APPLICATIONS – 07.03.2026 up to 5:00 p.m.****BANK PROFILE:**

The Daman & Diu State Co-operative Bank Ltd., having its Head Office at Daman and branches in Daman & Diu Districts, invites applications from eligible and experienced candidates for engagement on **purely contractual basis** for the following posts as per details given below:

1. AGE, QUALIFICATION & EXPERIENCE (As on 01.02.2026)

| Sr. No. | Name of the Post | Tentative No. of Posts | Age | Eligibility | Fixed Pay |
|---------|---|-------------------------------|----------------|---|----------------|
| 1 | Consultant – Credit Business & Operations | 06 (Daman-04, DNH-01, Diu-01) | 25 to 62 years | Education: Bachelor/Master Degree in Law / Commerce / Economics / Finance / Banking / Banking Management / MBA (Finance/Banking/Marketing) / B.Tech / B.E / CA / CS / ICWA / CFA / CAIIB / JAIIB / PGDM / BBM / B.Sc. (CCS) / LLB from recognised University/Institute. Experience: Minimum 03 years' experience in Bank branch operations at Clerk level or above. | ₹40,000/- p.m. |
| 2 | Senior Consultant – Credit Business & Operations | 02 | 30 to 62 years | Education: Post Graduate Degree in Commerce / Banking / Economics / Finance / MBA / PGDM / PGDBM / M.Tech (IT/Computer Science) / LLB / LLM / CA / Cost Accountant / Company Secretary / CFA / CAIIB / JAIIB. Experience: Minimum 05 years' experience at Middle / Senior Management level in Banking sector. | ₹50,000/- p.m. |

Performance Linked Incentive (PLI):

Up to 100% of fixed pay per month, payable quarterly, based on achievement of targets relating to Loan Disbursement, NPA Recovery and Deposit Mobilisation etc.

2. GENERAL TERMS & CONDITIONS:

- Engagement is **purely on contractual basis**.
- The candidate shall be appointed on Contract Basis initially for a period of eleven (11) months with 3 months probation period. The contract is extendable by 11 months on each instance on satisfactory performance maximum upto 5 years and the Contract may be terminated by either side by giving one month's notice.
- Contract can be terminated by either side by giving **one month's notice**.
- In case of non-satisfactory service, disciplinary issues or moral turpitude, services may be terminated **without notice**.

- Selected candidates are liable to be posted anywhere in **U.T. of Dadra & Nagar Haveli, Daman & Diu**.
- No allowances other than fixed pay and eligible Performance Linked Incentive shall be payable.
- TA/DA for official tours outside the UT of DNH and Daman and Diu or other than assigned territory shall be applicable as per Bank norms.
- Number of posts may vary as per requirement.
- The Management reserves the right to fill or not fill the above advertised position without assigning any reason thereof.
- The Permanent Government employees shall intimate their respective Department/Office before applying for the said post and shall attach a copy of the intimation letter submitted to their Department along with the application.

3. SELECTION PROCEDURE:

- Eligible candidates will be called for **personal interaction**.
- Selection will be made by a duly constituted **Selection Committee**.
- Decision of the Bank shall be final and binding.
- Good presentation skills, written and oral communication skills will be given due weightage.

4. SUBMISSION OF APPLICATION:

Applicants must submit their application in the prescribed format **ANNEXURE–A** for consultant (CB&O) and **Annexure B** for Senior Consultant (CB&O) along with self-attested copies of required documents. Eligible candidates have to submit separate application for the position of Senior Consultant and Consultant, if intend to apply for both the post.

Last date for receipt of application: 07.03.2026
Incomplete or late applications shall be rejected.

Address the application

“Application for the post of Consultant / Senior Consultant”

To,
The General Manager (Administration)
The Daman & Diu State Co-operative Bank Ltd.
Head Office: H. No. 14/54, 1st Floor,
Dilip Nagar, Nani Daman – 396210
E-mail: adm@ddscbl.bank.in
Website: <https://ddscbl.bank.in>

GENERAL INSTRUCTIONS:

- a) Application must be filled **in Capital Letters**, by hand, using **Blue ink only**.
- b) Candidate must ensure fulfilment of eligibility criteria. False or incorrect information will lead to cancellation of candidature/termination of contract.
- c) Eligibility criteria may be relaxed in deserving cases at the discretion of Management.
- d) Mere submission of application does not confer any right to be called for interaction.
- e) No TA/DA shall be paid for attending the selection process/ personal interview.
- f) Any legal dispute shall be subject to **Daman jurisdiction only**.

**APPLICATION FOR THE POST OF CONSULTANT Credit Business &
Operations**

To,
General Manager (Administration),
The Daman & Diu State Co-op Bank Ltd.,
Head Office: H. No. 14/54,
1st Floor, Dilip Nagar,
Nani Daman-396210

Paste Recent
Passport Size Photograph
&
Sign across the Photograph

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

| | | |
|----|--|--|
| 1. | First Name: (In Block Letters) | |
| | Middle Name: (In Block Letters) | |
| | Last Name: (In Block Letters) | |
| 2. | Address for Correspondence: | |
| 3. | Permanent Address | |
| 4. | a. Date of Birth (As per School leaving Certificate): (DD-MM-YYYY) | |
| | b. Age in completed years as on 01.02.2026: | |
| 5. | Contact Details: | |
| | a. Mobile No. | |
| | b. Landline No. | |
| | c. Email Id. | |
| 6. | Gender: | |
| 7. | Nationality: | |
| 8. | a. Birth Place: | |

| | | |
|-----|-----------------------------------|--|
| | b. Native Place: | |
| 9. | Religion: | |
| 10. | Category (General / SC/ ST / OBC. | |
| 11. | Domicile of | |
| 12. | Marital Status: | |
| 13. | Education Qualification | |

| Sr. No. | Qualification/Certification | Board / University | Year of Passing | Percentage/ Final Result. |
|---------|-----------------------------|--------------------|-----------------|---------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

(Copies of all educational qualifications are to be attached).

| 14. | Experience - | | | | | | |
|---------|--|-------------|----------|----|----------------|-----------|-----------------------------|
| Sr. No. | Name of Bank/ Organisation/ institution/ Company | Designation | Duration | | Responsibility | Pay Scale | Extra Ordinary Achievements |
| | | | From | To | | | |
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| 16. | Specific experience of working if any: | |
| 17. | a. Details of Present Employment: | |
| | b. Organization | |
| | c. Full Address: | |

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|--------------|--|
| d. Position: | |
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| 18. | Give Brief details above yourself covering family, education, extra-curriculum, hobbies, etc.: - |
| -- Attach separate sheet as Annexure-B. Not More than 300 words under own hand writing. -- | |
| 19. | Any special achievements with respect to the applied post and working experience: - |
| -- Attach separate sheet as Annexure-C. Not More than 100 words under own hand writing. -- | |

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of my 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 services are liable to be terminated without notice. I am willing to serve anywhere in any branch of the Bank.

I hereby agree that any legal proceeding 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 in the Courts/ tribunals/ forums at Daman to undertake to abide by all the terms & conditions mentioned in the detailed advertisement.

(Signature of Applicant)

Place:

Date:

Enclosures: (Self attested copies)

1. Aadhar Card.
2. PAN Card.
3. Birth Certificate
4. School Leaving Certificate.
5. Educational Qualifications.
6. Experience Certificates

ANNEXURE – B

APPLICATION FOR THE POST OF SENIOR CONSULTANT Credit Business & Operations

To,
 General Manager (Administration),
 The Daman & Diu State Co-op Bank Ltd.,
 Head Office: H. No. 14/54,
 1st Floor, Dilip Nagar,
 Nani Daman-396210

Paste Recent
 Passport Size Photograph
 &
 Sign across the Photograph

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

| | | |
|----|---|--|
| 1. | First Name: (In Block Letters) | |
| | Middle Name: (In Block Letters) | |
| | Last Name: (In Block Letters) | |
| 2. | Address for Correspondence: | |
| 3. | Permanent Address | |
| 4. | a. Date of Birth (As per School leaving Certificate): (DD-MM-YYYY) | |
| | b. Age in completed years as on 01.02.2026: | |
| 5. | Contact Details: | |
| | d. Mobile No. | |
| | e. Landline No. | |
| | f. Email Id. | |
| 6. | Gender: | |
| 7. | Nationality: | |

| | | |
|-----|-----------------------------------|--|
| 8. | a. Birth Place: | |
| | b. Native Place: | |
| 9. | Religion: | |
| 10. | Category (General / SC/ ST / OBC. | |
| 11. | Domicile of | |
| 12. | Marital Status: | |
| 13. | Education Qualification | |

| Sr. No. | Qualification/Certification | Board / University | Year of Passing | Percentage/ Final Result. |
|---------|-----------------------------|--------------------|-----------------|---------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

(Copies of all educational qualifications are to be attached).

| 14. | Experience - | | | | | | |
|---------|--|-------------|----------|----|----------------|-----------|-----------------------------|
| Sr. No. | Name of Bank/ Organisation/ institution/ Company | Designation | Duration | | Responsibility | Pay Scale | Extra Ordinary Achievements |
| | | | From | To | | | |
| | | | | | | | |
| | | | | | | | |
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| 16. | Specific experience of working if any: | | | | | | |
| 17. | a. Details of Present Employment: | | | | | | |
| | b. Organization | | | | | | |
| | c. Full Address: | | | | | | |

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| | | |
| | d. Position: | |

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|--|--|
| 18. | Give Brief details above yourself covering family, education, extra-curriculum, hobbies, etc.: - |
| -- Attach separate sheet as Annexure-B. Not More than 300 words under own hand writing. -- | |
| 19. | Any special achievements with respect to the applied post and working experience: - |
| -- Attach separate sheet as Annexure-C. Not More than 100 words under own hand writing. -- | |

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of my 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 services are liable to be terminated without notice. I am willing to serve anywhere in any branch of the Bank.

I hereby agree that any legal proceeding 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 in the Courts/ tribunals/ forums at Daman to undertake to abide by all the terms & conditions mentioned in the detailed advertisement.

(Signature of Applicant)

Place:

Date:

Enclosures: (Self attested copies)

1. Aadhar Card.
2. PAN Card.
3. Birth Certificate
4. School Leaving Certificate.
5. Educational Qualifications.
6. Experience Certificates