



# MAHARASHTRA GRAMIN BANK

(A Scheduled Bank established by Government of India)

Sponsor Bank: Bank of Maharashtra

**Head Office:** Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO Chh. Sambhajinagar 431 010.

☎(0240 ) 6650215 to 30

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## HRD DEPARTMENT

### APPOINTMENT OF PRINCIPAL OF STAFF TRAINING COLLEGE ON CONTRACT BASIS NOTIFICATION

Maharashtra Gramin Bank, Regional Rural Bank with Head Office in Chh. Sambhajinagar and having 412 branches & 7 Regional Offices in 17 districts of Maharashtra state invites applications from candidates for appointment of **Principal Staff Training College on Contract basis** at Maharashtra Gramin Bank, Head Office, Staff Training College, Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO, Chh. Sambhajinagar.

#### Eligibility Criteria:

<b>Scope of Work</b>	Appointment of principal of Staff Training College will be on contract basis by inviting hard copy application from the candidates possessing required experience with commensurate qualification in Economics, Finance & Banking
<b>No of Post</b>	1 (One only)
<b>Compensation</b>	<ul style="list-style-type: none"><li>• Will be decided mutually as per qualification and experience subject to take a minimum of 02 sessions per day and management of training.</li><li>• Applicable TDS shall be deducted.</li></ul>
<b>Tenure</b>	The period of contract will be for 1 year subject to satisfactory performance. After one year review of performance will be taken for continuation of the contract for a period of further 1 year, the decision of which shall rest with the bank at its discretion to continue or not.
<b>Career Progression</b>	Principal appointed on contract basis will not be eligible for being considered /shortlisted for any career progression.
<b>Age</b>	The applicant should not be more than 65 Years as on 01.04.2024
<b>Qualifications</b>	Graduate from a recognized University. Post Graduate Degree in Economics / Commerce, MBA Finance or Ph. D. shall carry due weightage & relaxation in age.
<b>Experience</b>	20 years of experience in PSBs / reputed Private Banks / reputed Academic Institutes. Experience as faculty in Training establishment of Banks would be preferable Should have sufficient experience in operational area of Banking business, knowledgeable, having good communication skills and flair for teaching. Should possess adequate computer knowledge and should be able to handle computers, power point presentations independently

<p><b>Job Profile</b></p>	<p>He will be in charge of Maharashtra Gramin Bank, Head Office, Staff Training College, Chh. Sambhajinagar. He will be reporting to Asst. General Manager, HRD, HO, Chh. Sambhajinagar.</p> <p>The duties / job profile of the post are as under:</p> <ol style="list-style-type: none"> <li>a) Ensure smooth functioning of the college.</li> <li>b) Perform administrative and operational responsibilities of training institute.</li> <li>c) Ensure preparation of annual training calendar based on the guidelines/ goals and objectives of the Bank and also keeping the expectations of the committee vetting the programmes and contents of the course.</li> <li>d) Convene the Training Advisory Committee (TAC) meeting for finalization of Training Calendar for their approval to the Course Contents.</li> <li>e) Design and conduct specific programmes depending upon the special needs of the organization.</li> <li>f) Proper distribution of different training programmes/sessions amongst the faculties for coordination and conduct of the programmes.</li> <li>g) Proper accounting of expenses of training institutions and for expenses based on the set norms and guidelines.</li> <li>h) Proper job allocation amongst the staff members working in training college.</li> <li>i) Periodical review of performance of the training institute.</li> <li>j) Holding of faculty meet at least half year to discuss the training activities and other relevant issues.</li> <li>k) Assess the infrastructure available at training center and make efforts to fill the gap if any.</li> <li>l) Ensure harmonious and conducive atmosphere in the college/ institution.</li> <li>m) Arrange to submit necessary statements/ information as required periodically.</li> <li>n) Guide the faculty members in improving their knowledge, skill and awareness levels as required to perform corporate objectives.</li> <li>o) He shall be entitled for 12 casual leave in a year apart from the declared holidays of the bank. Any leave availed over and above the permissible CL, the pro-rata amount shall be deducted from the monthly consolidated amount.</li> </ol>
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**Terms &  
Conditions**

- 1) The Candidates should ensure that they fulfill all eligibility criteria. Their candidature at all the stages of appointment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement. Bank will verify eligibility once the candidate has qualified for the interview.
- 2) Application fess of Rs.500/- (non-refundable).
- 3) If any false/incorrect information furnished by the candidate is detected at any stage of appointment process, he/she will be disqualified from the selection process.
- 4) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any reasons whatsoever.
- 5) Those who are desirous of applying for the post, may apply by submitting the prescribed application form given in the annexure & it should be submitted to The Chief General Manager, Maharashtra Gramin Bank, Head Office, Plot No.42 in Gut No.33(Part), Village Golwadi, Growth Centre, In Waluj Mahanagar IV of CIDCO, Chh.Sambhajinagar – 431010 (**Present Address for correspondence**) before 1<sup>st</sup> Jun 2024 **along with application fees of Rs.500/- (non-refundable) by way of Demand Draft/Pay Order favoring "Maharashtra Gramin Bank" payable at Chh. Sambhajinagar from any Nationalized Bank.** Applications received after 1<sup>st</sup> Jun 2024 shall not be entertained. **The Bank is not responsible for any postal delay.**
- 6) The envelope containing the application may be super scribed with **"APPLICATION FOR MAHARASHTRA GRAMIN BANK, HEAD OFFICE, PRINCIPAL STAFF TRAINING COLLEGE, CHH. SAMBAJINAGAR"**.
- 7) The decision of the Bank in all matters relating to appointment shall be final and no individual correspondence will be entertained.
- 8) Candidates will be shortlisted for interview by a Committee formed for the purpose. The decision of the Committee to accept or reject any application shall be final.
- 9) The Bank reserves the right to cancel the Appointment through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
- 10) Employees working in Government /Semi-Government

	<p>Undertaking will have to produce “ <b>No Objection Certificate</b>” at the time of interview.</p> <p>11) The personal interviews are likely to be held at Maharashtra Gramin Bank, Head Office, Chh. Sambhajinagar &amp; candidates have to appear for a personal interview at their own cost. The interview dates shall be informed in due course.</p> <p>12) Those found suitable shall be offered engagement of Principal of Staff training college.</p> <p>13) The selected candidate shall sign a contract containing terms and conditions of appointment.</p> <p>14) Selection of candidate for empanelment will be at the sole discretion of the Bank Management.</p> <p>15) The empanelled candidate shall be accountable for the acts of omission and commission during the course of contract.</p>
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Place: Chh. Sambhajinagar  
Date: 18.05.2024

**General Manager**  
Maharashtra Gramin Bank  
**Head Office:Chh. Sambhajinagar**

**Encl: Annexure -I\_ Application format**

**APPLICATION FORMAT**

**FOR EMPANELMENT AS PRINCIPAL OF STAFF TRAINING COLLEGE ON CONTRACT BASIS**

**To,**  
**The General Manager,**  
Maharashtra Gramin Bank,  
Plot No.42 in Gut No.33(Part),  
Village Golwadi, Growth Centre,  
In Waluj Mahanagar IV of CIDCO  
Chh. Sambhajnagar - 431010.

Affix your  
recent  
passport size  
photo & sign  
across

<b>Sr no</b>	<b>PARTICULARS</b>	<b>DETAILS</b>		
1	NAME OF THE APPLICANT (FIRST, MIDDLE & SURNAME)			
2	ADDRESS OF THE APPLICANT			
3	LANDLINE NO/S. (WITH STD CODE) AND MOBILE NO/S.			
4	E-MAIL ADDRESS			
5	NATIVE PLACE & STATE			
6	DATE OF BIRTH (DD/MM/YYYY)			
7	AGE AS ON 01.04.2024 (MONTH / YEARS) MARRIED/ UNMARRIED			
8	QUALIFICATION - ACADEMIC			
9	QUALIFICATION - PROFESSIONAL			
10	ANY OTHER QUALIFICATION			
11	LANGUAGES KNOWN	<b>SPEAK</b>	<b>READ</b>	<b>WRITE</b>

12	<b>DETAILS OF EXPERIENCE (IN YEARS, start from present employer):</b>					
	Name of Employer	Designation	Total Service Period		Nature of duties	Years of Experience
			From	To		
13	DESCRIBE YOUR SWOT ANALYSIS (Strengths and Weaknesses)					
14	ACTIVITIES/HOBBIES					
15	EXTRACURRICULAR ACTIVITIES					
16	PLEASE SUBSTANTIATE AS TO HOW YOU CONSIDER YOURSELF SUITABLE TO TAKE THE ROLE OF PRINCIPAL					
17	ANY OTHER					
18	EXPECTED COMPENSATION PER MONTH					

**(Note:** Please attach self-attested copies of all necessary documents such as Aadhar Card, Pan card, SSC, HSC, Degree /PG mark sheets/ certificates, experience certificate, other certificates etc. with the application form and Original documents to be kept with candidates for verification at the time of interview)

I hereby certify, that data submitted above is true to the best of my knowledge and belief. In case, any details furnished above is found to be incorrect at a later date, the Bank has right to terminate the contract given, without giving any notice.

Place:

Signature of the Applicant

Date:

Name: