



(1) Branch Manager:

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| Name Of Position | Branch Manager. |
| Tenor for appointment | Probation period of 6 Months. |
| Age Limit As on date | Upto 45 Years as on 31.03.2026. |
| Gender Of Candidate | Male. |
| Posting Location | For All Existing & Newly Proposed Branches. |
| Educational Qualifications | Any Graduate/ Post Graduate from a recognized university under regular curriculum, preferably any correlated certificate. |
| Experience | The Branch Manager shall have overall experience of at least 8 years in the banking sector, out of which at least 2 years shall be in the role of Manager/Supervisory. |
| Skills | The Branch Manager shall have good skill to manage the staff, handle the customer relationships, ensure that the branch profitability get increase YOY basis, monitoring overall operational activities of branch, Credit assessment knowledge and should have ability to increase the business of the branch. Sound knowledge & understanding of the latest trends and happenings in the financial sector. |
| Roles, Responsibility & Expertise | <ul style="list-style-type: none">• Responsible to achieve the overall business target of the branch assigned by the CEO/Business head at the beginning of financial year.• Monitoring the individual staff of the branch from business point of view. Assign the business targets to each staff of the branch and review them on regular interval.• Ensure that each branch staff regularly doing customer visits and keep the updated record with him/her. Review those records on daily basis.• Do the individual business call and also joint calls with the business head for getting the new business of advance, liabilities from the existing as well as NTB customers.• Responsible for the audit & compliance of the branch. Ensure that each and every staff follow the process set by the bank. Ensure that the compliance of the Internal, concurrent & statutory audit sent to the Head Office within the given timeline.• Submission of required statements and reports to the Head office as and when required by the admin department/C.E.O. Revert on the mails received from the Head Office within stipulated timeline.• Monitoring the Quarterly/Half Yearly/Yearly closing activity and coordinating with Head office for any additional operational activities.• Recommend for vendor bill payment to the head office and after receipt of approved bill from head arrange for the payment to the respective vendor. |



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| | <ul style="list-style-type: none">• Recommend the loan applications for the sanction to the Credit Manager/CEO/BoDs after scrutinizing it properly and after successful sanction by CEO/BoDs, Authorize the loan account opened by the clerk.• Being a second custodian of cash ensure that the physical cash verified & get tally with register and report on daily basis before putting in into safe vault.• Scrutinize the account opening forms, FD request forms, customer requests received duly processed by clerks as well as over the counter in his/her own branch. Authorization of customer transaction vouchers inputted by cashier, clerk during the day.• Review the daily mandatory reports and sign the same.• Monitor the recovery of overdue accounts on regular interval and ensure that there is Nil overdue in each month.• Ensure that the housekeeping done properly in the branch so that branch remain neat and clean.• Follow the instructions & orders received from the Head Office and download the same to the branch staff also if they are necessary. |
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(2) Treasury Manager:

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| Name of Positions | Treasury Manager. |
| Tenor for appointment | Probation period of 6 Months. |
| Age Limit As on date | Upto 45 Years as on 31.03.2026. |
| Gender Of Candidate | Male. |
| Posting Location | Head Office. |
| Educational Qualifications | Preferably CA or Inter CA or Any Graduate/ Post Graduate from a recognized university under regular curriculum, preferably JAIIB/CAIIB. |
| Experience | <p>The Finance Officer shall have experience of 3 – 4 years if Inter CA. If candidate is CA then Fresher may apply.</p> <p>Any Graduate/ Post Graduate candidate shall have experience of 3 – 4 years for management of investment portfolio of Urban Co-operative Bank.</p> |
| Skills | The Finance Officer shall have good skill to manage the investment portfolio of bank, sound knowledge for the preparation of balance sheet, P & L & other mandatory financial statements to be submitted to RBI/Statutory Auditors/District Registrar, monitoring overall operational & Financial activities of Head Office. Sound knowledge & understanding of the latest trends and happenings in the financial sector. |
| Roles, Responsibility & Expertise | <ul style="list-style-type: none">• Manage the investment portfolio of the bank and co-ordinate with investment advisor for purchase and selling of government securities/T-Bill.• Manage the Investment portfolio of bank in a way which full fill the regulatory requirement as well as help the bank to gain the profit from overall portfolio.• Prepare the half yearly and yearly balance sheet and profit & loss account of the bank and also prepare the annual report of the bank.• Preparation and submission of financial statements to Reserve Bank of India and district registrar before due date. These statements contain the financial position of the bank on daily, weekly, fortnightly, monthly, quarterly, half yearly and yearly.• Preparing the financial statements to be submitted to the statutory auditor.• Co-ordination and communication with reserve bank of India for submission of important reverts and data within stipulated timeline.• Implementations of RBI circulars introduced by the RBI on time to time basis and prepare the internal circular which is being communicated to the branches.• Maintain the CRR/SLR on daily basis and prepare the registers accordingly.• Preparation of half yearly and yearly statements of NPA & other provisions.• Co-ordinate with branches for timely submission of monthly, quarterly, half yearly and yearly financial statements by the branches to the HO.• Completion of documentation for borrowing from other bank or financial institutions and submission to avail the overdraft facility on time to time basis. |



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| | <ul style="list-style-type: none">• Maintain the records of investment made by the bank in govt securities, deposit with other bank and do the communication with other financial institutions.• Recommend for purchase of dead stock, furniture-fixtures, land & building and other assets and also arrange for disposal of same. |
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(3) Credit Appraisal Manager:

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| Name Of Position | Credit Appraisal Manager. |
| Tenor for appointment | Probation period of 6 Months. |
| Age Limit As on date | Upto 45 Years as on 31.03.2026. |
| Gender Of Candidate | Male. |
| Posting Location | Head Office. |
| Educational Qualifications | Any Graduate/ Post Graduate from a recognized university under regular curriculum, preferably any correlated certificate or Preferably CA or Inter CA. |
| Experience | The Credit Manager shall have overall experience of at least 8 years in the banking sector, out of which at least 5 years shall be in Credit Appraisal & Assessment. |
| Skills | The Credit Manager must possess a mix of technical & financial expertise for assessment of Credit Proposal, knowledge of local economic conditions, and strong regulatory awareness to navigate RBI guidelines, which often require a more personal, site-visit-based approach. |
| Roles, Responsibility & Expertise | <ul style="list-style-type: none">• Ability to evaluate the creditworthiness of individuals, small businesses, and SMEs by analyzing financial statements (balance sheets, P&L accounts), cash flow statements, and income tax returns (ITR). Evaluate financial statements, assess risk, and prepare comprehensive Credit Appraisal Memorandums (CAM) for borrowers.• Scrutinize the loan applications received in the Head Office as well as from branches of the bank and present them in the board meeting.• Strong capacity to look beyond reported ITR numbers to understand the "real" income and repayment capacity of borrowers, often essential for small-scale local clients.• Identifying potential risks in the loan portfolio, calculating risk ratios, and setting appropriate credit limits.• Understanding property titles, valuation, location, and marketability to ensure proper security for loans.• In-depth knowledge of RBI guidelines for urban co-operative banks, including NPA management, income recognition, and provisioning norms.• Ensuring all legal and security documentation is complete, accurate, and adheres to the bank's internal guidelines.• Conducting site visits, surprise checks, and verifying the physical existence and business operations of the client.• Maintaining high ethical standards to safeguard the bank's reputation in the community.• Monitor sanctioned credit limits and review existing customer accounts periodically.• Responsible for the compliance for the discrepancies identified by the Internal/Concurrent/Statutory auditors. |



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| | <ul style="list-style-type: none">• Follow the instructions & orders received from the Head Office and download the same to the branch staff also if they are necessary. |
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(4) Relationship Manager:

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| Name Of Position | Relationship Manager. |
| Tenor for appointment | Probation period of 12 Months. |
| Age Limit As on date | Upto 35 Years as on 31.03.2026. |
| Gender Of Candidate | Male. |
| Posting Location | For All Existing & Newly Proposed Branches. |
| Educational Qualifications | Any Graduate/ Post Graduate from a recognized university under regular curriculum, preferably any correlated certificate. |
| Experience | The Relationship Manager shall have overall experience of at least 5 years in the banking sector, out of which at least 2 years shall be in the role of Relationship Officer/Portfolio Manager. |
| Skills | The Relationship Manager acts as a vital bridge between the bank and its members/customers, focusing on building long-term trust, enhancing customer loyalty, and driving business growth through personalized service. Also required skills that blend personal rapport with financial expertise are highly valued. |
| Roles, Responsibility & Expertise | <ul style="list-style-type: none">• Comprehensive understanding of retail banking products, lending solutions (All Loan products), and third-party products.• Essential for understanding the unique financial needs of customers of the bank through which he/she can enhance the liability as well as asset book of the bank.• Ability to explain complex banking products (loans, deposits, insurance) in simple, conversational language to the customers and convert them into the business.• Cultivating & nurturing long-term, trust-based relationships with a diverse client base, including small business owners, traders, and local residents to foster loyalty and trust.• Promoting various banking products—such as Current/Savings Accounts (CASA), Fixed Deposits (FDs), loans and insurance—to existing as well as NTB customers.• Responsible to achieve the overall business target of the branch assigned by the Branch Manager at the beginning of financial year.• Responsible for Conducting visits individually and with Branch Manager to business locations, traders, and individual clients for follow-ups and relationship strengthening and also for getting the new business of advance, liabilities from the existing as well as NTB customers.• Addressing customer complaints and concerns promptly, specifically regarding transactions, loans, or service delays. Also, proactively maintaining high standards of service to ensure customer retention and loyalty.• Ensuring accurate processing of paperwork, such as CASA Account Opening Forms, loan application forms, Customer Instructions and KYC submissions. |



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| | <ul style="list-style-type: none">• Follow the instructions and orders received from the Branch Manager & from Head Office and perform the role and responsibilities assigned by them. |
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(5) Clerical Trainee:

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| Name of Positions | Clerical Trainee. |
| Tenor for appointment | Contract Period Of 2 Years. |
| Age Limit As on date | Upto 30 Years as on 31.03.2026. |
| Gender Of Candidate | Male Only. |
| Posting Location | For All Existing & Newly Proposed Branches. |
| Educational Qualifications | Graduation in B. Com, BBA & BCA streams with minimum percentage of 55%. |
| Experience | Basic knowledge of Computer requires. |
| Skills | The Clerical Trainee shall have good skill to do grasping of routine operational activities done in the branch, keep aware himself/herself about the basis banking activities and guidelines issued by the bank/regulators. Also having good marketing skill & having good proficiency in speech. |
| Roles & Responsibility | <ul style="list-style-type: none">• Responsible to do the cross sale of banking products.• Responsible for sourcing of the business of CASA, Fixed Deposit, Loan & TPP and maintaining the records of same.• Responsible for handling the customer queries received at his/her desk pertain to the job responsibilities assigned by the Branch Manager.• Responsible for handling overall operational activities according to the job responsibilities assigned by the Branch Manager.• Responsible for processing the error free operational transactions received from the customers after properly scrutinizing the same.• Follow the instructions and orders received from the Branch Manager & from Head Office and perform the role and responsibilities assigned by them. |