



## THE KOTTAKKAL CO-OPERATIVE URBAN BANK Ltd. No. 1378

### Inviting Applications for the post of Chief Executive Officer (CEO)

The Kottakkal Co-operative Urban Bank Ltd, a leading Non Scheduled Primary Co-operative Urban Bank with 24 branches in the State of Kerala, in compliance with circular No DOR (PCB).BPD.Cir.No 8/12.05.002/2019-20 Dated 31/12/2019 and guidelines on appointment of CEO of the Reserve Bank of India (RBI), proposes to appoint a Chief Executive Officer (CEO) on Contract basis subject to the approval of the Reserve Bank of India. The appointment shall initially be for a period of 2 years and shall be renewed based on the satisfactory performance in the opinion of the Board of Directors (BOD) of the bank and with prior approval of RBI. Salary will be commensurate with age, qualification and Experience. The Job description, qualification and other terms and conditions are as shown below.

#### 1. Job Description:

Job Title : Chief Executive Officer (CEO)  
Job Type : Professional on contract basis  
Location : Kottakkal  
Recruitment Type : Initial Tenure of 2 years which could be further extended  
subject to satisfactory approval of the BOD and RBI.  
Closing Date of application :26/08/2020 5.00 PM

2. Age : Not less than 35 Years and not more than 70 years at the time of application

3. Qualification : The candidate shall be a graduate with

- (a) CAIIB/DBF/Diploma in Co-operative Business Management or equivalent qualification **or**
- (b) Chartered/ Cost Accountant **or**
- (c) Post graduate in any discipline.

4. **Experience** : A minimum of 8 years of work experience in the middle/senior level in the banking sector (preference will be given to applicants from RBI, Scheduled Commercial Banks and Co-operative banks defined under The BR Act 1949 (AACS)). Additional experience with regard to digital banking and payment ecosystem with special focus in Core banking solutions and cyber security will be highly appreciated.
5. Applications can be downloaded from the official website of the bank [www.kottakkalurbanbank.com](http://www.kottakkalurbanbank.com). The Applications in the enclosed proforma, clearly demonstrating eligibility against the requirement, along with one passport size photograph, submit to [gm@kottakkalurbanbank.com](mailto:gm@kottakkalurbanbank.com) and the hard copy should be sent in closed cover super-scribed with the words “**Application for the post of CEO in The Kottakkal Co-operative Urban bank Ltd**” to reach the address given below by 5:00 PM on 26/08/2020.
6. The selected candidate shall be required to resign/ retire from and be relieved from his/ her current employment before joining the post. Restrictions on re-employment as prescribed, after tenure in existing capacities with respective PSBs and other Scheduled Commercial banks would apply. Fiduciary declaration is required from every CEO on or before his appointment as such.
7. The selected candidate must join within 15 days from the date of appointment (Subject to RBI Approval). The period would be extendable for a further period of 15 days on the request of the candidate subject to approval of competent authority. If the selected candidate fails to join even after the notice or submits unwillingness, his/her application shall be considered null & void and the BOD may consider the next best candidate.
8. The applications shall be screened by a Screening Committee/ Agency and suitable candidates meeting the eligibility criteria shall be shortlisted and informed by e-mail for an interaction/ interview (in person or Online) with the Board of Directors for the appointment subject to approval of RBI. The decision of the Board of Directors shall be final.
9. Incomplete applications or applications received after the due date will not be considered.
10. The BOD retains the right to resolve / remove difficulties experienced in the course of this process.

Place : Kottakkal  
Date : 11-08-2020

**Chairman**  
The Kottakkal Co-Operative Urban Bank Ltd

## Pro Forma of Application Form

Recent  
Passport  
Size  
Photograph

1. Name of the candidate :
2. Date of Birth :
3. Name of the Present/Last Organization :
4. Present/Last Post held :
5. Present/Last Pay and Scale of Pay :
6. Complete Postal Address, Telephone & E-mail particulars (Permanent Address)
  - (Present Postal Address) :
  - e-mail (mandatory) :
  - Telephone
    1. Residence :
    2. Office :
    3. Mobile (mandatory) :
7. Educational Qualification (with details of University / Institutions, Year of Passing, Division, Marks etc.)
  - i. Academic :
  - ii. Professional :

7. Details of experience and brief service particulars

S. No.	Designation/ Post (regular / ad-hoc) and name / contact particulars of organization	From To	Scales of Pay and basic pay	Nature of duties	Remarks/ any other information relevant for the post

8. Any other information in support of the application.

Place :

Date :

Signature of applicant

Enclosures: Self attested copies of proof of age, educational / professional certificates and suitable evidence of employment in the organization mentioned.