

Date :
To,
Chairman
Vijay Commercial Co-operative Bank Ltd.
“Vijay Bhavan” Kanak Road,
Rajkot- 360001

Sub: An application for the post of Chief Executive Officer (CEO)

Ref: RBI/2021-22/60 DOR.GOV.REC.25/12.10.000/2021-22 Dated: 25.06.2021

Dear Sir,

With reference to above subject, I hereby apply for the above said post. I am providing necessary information in the prescribed application form along with necessary enclosures in support of my application for the said Post.

Sr.No.	Particulars	Information Disclosed by Applicant		
I. Personal details				
1.	Name in full	First Name	Middle Name	Last Name
2.	Father's name			
3.	Gender (M/F/others)			
4.	Present address			
5.	E-mail address & alternate e-mail address:			
6.	Nationality			
7.	Date of Birth (dd/mm/yyyy) and Age			
8.	Educational qualifications			
9.	Aadhaar Number			
10.	(a) Permanent Account Number (PAN)			
	(b) Place where the MD & CEO/ WTD is assessed to tax (Income Tax jurisdiction)/name and address of Income Tax Circle/Ward			
	(c) Details of filing of return(s) and payment of taxes for past 3 years	Date of filing	Amount of tax paid (INR)	
11.	Permanent address			
12.	Present occupation (designation, name of the organisation and brief write-up on experience)			

13.	Previous occupation covering minimum of past ten years, with complete address of the organisation(s) worked in, date of joining, date of relieving (including reasons), designation, etc.																																									
14.	Details regarding work experience in banking sector/ RBI regulated entity (name of the bank/ entity, number of years at different designations, functional areas, etc.)																																									
15.	In case a Chartered Accountant, indicate the following:																																									
a.	Membership Number of Institute of Chartered Accountants of India (ICAI):																																									
b.	Date of registration with the ICAI:																																									
c.	Name and Address of the registered firm/s:																																									
d.	Details of the Audit(s) presently undertaken by the firm(s) or by you:																																									
16.	Name of the banker(s) with Branch and account numbers (savings/current/loan accounts) where you are a primary account holder:																																									
	<table border="1"> <thead> <tr> <th>Bank Name</th> <th>Branch</th> <th>Type of Account</th> <th>Account Number</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Bank Name	Branch	Type of Account	Account Number																																					
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17.	Details of shareholding, if held in any entity, either in physical or dematerialized form, by you, spouse, and your minor child. (Attach demat /shareholding certificate)																																									

18.	Any other information relevant for appointment as MD & CEO/WTD of the bank:																	
II. Relevant Relationships of proposed MD & CEO/WTD																		
19.	List of relatives, if any, who are connected with the bank																	
20.	List of entities in which:																	
a.	Interested																	
b.	Beneficial Ownership																	
c.	Trustee																	
21.	List of entities, existing and proposed, in which holding substantial interest within the meaning of Section 5(ne) ¹ of the Banking Regulation Act, 1949 (as applicable to UCBS)	<table border="1"> <tr> <td>Name of the company/firm</td> <td></td> </tr> <tr> <td>Country of incorporation</td> <td></td> </tr> <tr> <td>Number of Shares</td> <td></td> </tr> <tr> <td>Face Value of Each Share</td> <td></td> </tr> <tr> <td>Total Face Value of share holding</td> <td></td> </tr> <tr> <td>Shareholding as % of total paid up capital</td> <td></td> </tr> <tr> <td>Beneficial interest (in value as well as % terms)</td> <td></td> </tr> <tr> <td>Whether the entity is a section 8 Company under Companies Act 2013.</td> <td></td> </tr> </table>	Name of the company/firm		Country of incorporation		Number of Shares		Face Value of Each Share		Total Face Value of share holding		Shareholding as % of total paid up capital		Beneficial interest (in value as well as % terms)		Whether the entity is a section 8 Company under Companies Act 2013.	
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<p>¹ substantial interest" (i) in relation to a company, means the holding of a beneficial interest by an individual or his spouse or minor child, whether singly or taken together, in the shares thereof, the amount paid up on which exceeds five lakhs of rupees or ten percent of the paid-up capital of the company, whichever is less; (ii) in relation to a firm, means the beneficial interest held therein by an individual or his spouse or minor child, whether singly or taken together, which represents more than ten per cent of the total capital subscribed by all the partners of the said firm.</p>																		
22.	Details of holdings in entities incorporated abroad and having a place of business in India.																	
23.	Name of Bank/NBFC/any other company in which currently or in the past a member of the Board/ Advisor etc. (giving details of period during which such office is being/was held).																	
24.	If connected with any entity undertaking hire purchase, financing, investment, leasing, and other para banking activities (nature of association to be mentioned), details thereof																	
25.	If a stockbroker or connected with any entity engaged in share broking activities, details thereof.																	
26.	Details of fund and non-fund-based facilities, if any, presently availed in person and/or by entities listed in (20) to (25) above.																	

27.	Cases, if any, whereas an individual or the entities listed at (20) to (25) above have defaulted or declared as wilful defaulter in the past in respect of credit facilities obtained from a bank/NBFC/any other lending institution.	
III. Records of professional achievements		
28.	Professional achievements relevant for the post of MD & CEO/WTD .	
IV. Proceedings, if any, against the proposed MD & CEO/WTD		
29.a	As a member of a professional association / body, details of disciplinary action, if any, pending or commenced or resulting in conviction in the past or whether been banned from entry at any profession/ occupation at any time, details thereof.	
b.	If subject of any written complaint or accusation regarding individual professional conduct or activities, details thereof	
30.	Details of prosecution, if any, pending or commenced or resulting in conviction of self or the entities listed at (20) to (25) above for violation of economic laws and regulations.	
31.	Details of criminal prosecution, if any, pending or commenced or resulting in conviction	
32.	Whether he/ she has indulged in or penalised for any breach of AML/CFT guidelines, if so, details thereof.	
33.	If adjudicated insolvent or has suspended payment or has compounded with creditors, details thereof.	

34.	If found to be of unsound mind and stands so declared by a competent Court, details thereof.	
35.a	If convicted by a Criminal Court of an offence which involves moral turpitude or otherwise, details thereof.	
b.	If convicted by any Court of law, details thereof?	
36.	If as an individual or any of the entities at (20) to (25) above have been subject to any investigation/vigilance/matters of enquiry from any of the previous employers or government departments or agency, details thereof	
37.	If found guilty of violation of rules/regulations / legislative requirements by customs / excise/ income tax / foreign exchange / other revenue authorities, details thereof.	
38.	If reprimanded, censured, restricted, suspended, barred, enjoined, or otherwise sanctioned by any other regulator such as SEBI, IRDAI, PFRDA etc., professional organization, government agency, or court because of professional conduct or activities, details thereof. <i>(Though it shall not be necessary for a candidate to mention in the column about orders and findings which have been later on reversed/ set aside in toto, it would be necessary to make a mention of the same, in case the reversal/ setting aside is on technical reasons like limitation or lack of jurisdiction, and not on merit. If the order is temporarily stayed and the appellate/ court proceedings are pending, the same also should be mentioned).</i>	

V. General Information	
39.	If a professional like Chartered Accountant, advocate etc. and presently undertaking/undertaken any professional work in any bank or RBI regulated entity, provide details thereof including the name and period of association.
40.	If a sitting MP/MLA/MLC or holding political position in Municipal Corporation or Municipality or other local bodies, provide details thereof.
VI. In the interest of disclosure and transparency, should there be any other information relevant for assessing 'fit and proper' status, provide details thereof.	
<u>Undertaking</u>	
I confirm that the above information is to the best of my knowledge and belief, true and complete. I undertake to keep the bank fully informed, as soon as possible, of all events which take place after my appointment which are relevant to the information provided as above. I also undertake to execute a ' Deed of Covenant ' as required to be executed with the bank.	
Signature of proposed MD & CEO /WTD	

Date:

Place: Rajkot

Terms and Condition for submitting an application for the post of MD & CEO

1. Candidates are requested to enclose all required necessary documents along with his/her application.
2. Following Additional Enclosures required to be submitted along with his/her Application.
 - 2.1 Identity Documents – PAN Card or Aadhar Card
 - 2.2 Copy of all relevant Mark sheets for Educational qualification
 - 2.3 School Leaving Certificate
 - 2.4 Experience Certificate from Previous /Existing Employer
 - 2.5 Credit Information Report not more than 6 months old
 - 2.6 Latest Banker's Report for all bank accounts including loan accounts.
 - 2.7 Demat / Shareholding certificate as on date of application
 - 2.8 Personal and other Information of applicant if any
 - 2.9 Professional achievement if any
 - 2.10 Other documents in support of above application form

3. List of Relatives:

Sr.No.	Relationship	Name of Relatives	Occupation
3.1	Spouse		
3.2	Father		
3.3	Mother		
3.4	Son including Stepson		
3.5	Son's wife		
3.6	Daughter including Stepdaughter		
3.7	Daughter's Husband		
3.8	Brother		
3.9	Brother's Wife		
3.10	HUF detail		
3.11	Coparcener		

- 4. Application without necessary all enclosures will not be considered for further process.**
- 5. Only eligible short-listed candidate will be invited for the further process.**
- 6. This appointment will be subject to an approval from RBI based on fit and proper criteria as per RBI Circular dated 25.06.2021.**
- 7. Application should be address to Chairman as per terms and condition displayed on bank's website.**
- 8. Applicant should submit copy of last salary drawn and expected salary otherwise application will not be considered for further process.**
- 9. An existing employee who full fills the criteria as stated above are also eligible to apply for the said post through proper channel only.**
- 10. Job Application Form published in website is also a part of this application form.**