

Notification for engagement of Cooperative Interns for TGCAB and 9 DCCBs in the State of Telangana

Applications are invited for engagement of Co-operative Interns (CIs) with an aim to ensure that benefits of initiatives initiated by Ministry of Cooperation (MoC), Government of India reach the grass root level and to deepen co-operatives as a true people-based movement and develop a cooperative based economic model.

Eligibility Criteria of CIs

1. Educational Qualification

MBA or equivalent in Marketing Management/ Cooperative Management/ Agri Business Management / Rural Development Management

(or)

A 2-year course on PGDM (Post Graduate Diploma in Management) awarded by an educational institution accredited by All India Council for Technical Education (AICTE)/ University Grants Commission (UGC)

2. Essential Qualification:

Proficiency in computer and Telugu language is essential.

3. Age as on date of notification:

Candidate should be minimum 21 years of age and maximum of 30 years.

4. Period of Internship

A candidate would be eligible for engagement as CI for a period of one year only.

5. Remuneration

The CI would be eligible for consolidated monthly remuneration of ₹25,000.00 only. TA & DA will be as decided by the Bank.

6. Working Hours, Holidays & Leaves

The working hours of CIs shall be as that of the Bank. CIs shall be eligible to avail holidays as applicable to the TGCAB/respective DCCBs.

The CIs shall also be eligible for 10 Casual Leaves for the year and no other kind of leave shall be allowed. Any other absence in excess of eligible leave shall be treated as "Leave without Remuneration". Absence without approval of the competent authority shall be treated as unauthorized absence and shall be grounds for termination of the internship without any notice.

7. Number of Interns and Location

Telangana State Co-operative Apex Bank Ltd., Hyderabad-**01**

District Central Co-operative Banks-**09** (one for each DCCBs)

(Adilabad, Hyderabad, Khammam, Karimnagar, Mahabubnagar, Medak, Nalgonda, Nizamabad, Warangal)

Allotment to TGCAB/DCCB shall be the sole discretion of TGCAB and no correspondence in this regard shall be entertained. The Telangana State Cooperative Bank (TGCAB) may post / transfer the interns to TGCAB or any DCCB in the state of Telangana based on the functional requirements.

8. Process of Engagement

The candidates shall be required to submit the duly filled in application (enclosed) by Speed Post to the following address:

The Deputy General Manager,
Human Resource Management Department,
The Telangana State Cooperative Bank Ltd.,
#4-1-441, Troop Bazar, Hyderabad – 500 001.

The applications received on or before the last date shall be scrutinized by the Committee appointed by the Bank.

A Merit list will be drawn Organization wise (TGCAB/DCCB) on the basis of marks/ percentage obtained in SSC/ 12th (HSC/10+2) / Graduation/ Post Graduation examinations and additional Qualifications, if any.

The candidates shall be placed according to their aggregate marks in descending order organization wise.

In case more than one candidate scores same marks in the merit list, such candidate will be ranked in the merit list according to their age in descending order.

The weightage of Marks for Qualification is as follows:

Qualification	Weightage of Marks	Award of Marks
SSC	10	Above 90% - 9 Marks
10+2(Intermediate)	10	Between 80% - 90% - 8 Marks
Graduation	10	Between 60% - 79% - 7 Marks
Post-Graduation	10	Between 50% - 59% - 6 Marks Below 50% - 5 Marks
Additional Qualifications	10	Each additional qualification shall carry 2 Marks subject to maximum of 10 marks.
Total	50	

The selected candidates as per the Merit List shall receive communication from The Telangana State Cooperative Apex Bank Ltd (TGCAB) to appear for Documents Verification (DV) at TGCAB Head Office in Hyderabad prior to engagement of Cooperative Interns in the Bank.

Merit list shall be prepared only on the basis of the information filled by the applicant in the application. In case of any discrepancy observed at the time of document verification, the applicant will be disqualified summarily.

The vacancy arises due to whatsoever reason shall be filled with the reserve list candidates.

Mere eligibility does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for engagement/ selection. Bank reserves the right to change/ modify the selection/ engagement criteria, if necessary.

All candidates who are finally selected will receive an email communication from TGCAB.

9. Roles & Duties of CI

The Intern will discharge the following roles & duties:

- a) The Intern will coordinate with PACS and other primary cooperatives and provide necessary guidance for the implementation of initiatives taken by Ministry of Cooperation, GoI.
- b) Interns will be responsible for solving day to day problems faced by PACS in computerization, preparation of business plans, projects, financing issues, various approvals, etc.
- c) He/she will prepare and share weekly status report of the implementation of initiatives taken by Ministry of Cooperation in coordination with DCCB/StCB.
- d) Any other work allotted by the hiring bank.

General Terms

- i. The tenure of internship will be one year from the date of reporting to the Bank.
- ii. The internship programme is neither an employment nor an assurance of an employment with the Bank or institutions associated with the Bank and no intern shall have any right or claim for an appointment with Banks by virtue of this internship programme.
- iii. Internship is a fulltime programme and hence interns are required to observe working hours of the Banks. The internship may be discontinued any time without payment of any financial benefit if the performance of the intern is not found satisfactory or the intern is absent without authorization of the Bank. Without prejudice to the foregoing, Bank may terminate the services of the Intern at any time without assigning any reasons.
- iv. The intern shall be required to maintain confidentiality of all the documents/reports and/or any information received by him/her

during the internship period, violation of which would entail legal consequences. The Interns will not reveal to any person or organization any information relating to Bank, its business plan and policies which are not available in the public domain.

- v. The intern shall follow the rules and regulations of the TGCAB/DCCB concerned.
- vi. The Intern shall not reveal to any person/ organization confidential information pertaining to concerned Bank, its work and its policies.
- vii. No intern shall interact with or represent the Bank to the media (print and/or electronic) including social media including face book/twitter handles, etc. They will not post their work on social media without express permission from the competent authority.
- viii. Interns will conduct themselves professionally in their relationship with the Bank and the public in general.
- ix. The conduct of the interns and their access to the data shall be the sole responsibility of the Bank in which the intern is hired for internship.
- x. The properly filled in application must reach the office on or before 30.11.2024.
- xi. The Telangana State Co-operative Apex Bank Ltd. reserves the right to cancel or withdraw this advertisement at any time without assigning any reasons whatsoever.