The Mehsana Urban Co-Op. Bank Limited
(Multi State Scheduled Bank)

RECRUITMENT NOTICE

The Mehsana Urban Co-operative Bank Ltd., one of Gujarat's leading Multi-State Co-operative Banks is looking for qualified and experienced talents in following areas ::-

Online Registration of Application starts from	**Last date for Online Registration of Application**
10/03/2025	**31/03/2025 (upto 23:59 Hours)**

[1] HEAD OF INTERNAL AUDIT

Number of Positions	-01-
Tenor for appointment	On contract for a period of 3 years
Age Limit As on date	Not more than 60 years, however maximum age will be relaxed in deserving cases
Educational Qualifications	Any Graduate/ Post Graduate from a recognized university under regular curriculum, preferably any correlated certificate
Eligibility	HIA shall be a senior executive of a Bank / financial sector, preferably in the rank of an Assistant General Manager & above, working / retired, who shall have the ability to exercise independent judgement.
Experience	The Head Internal Audit shall have overall experience of at least 15 years in the banking or financial services, out of which at least 10 years shall be in Branch Banking, preferably in Credit and three years in Inspection / Audit Department in a leading role.
Skills	The Head of Internal Audit shall have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors' expectations. Sound knowledge &understanding of the latest trends and happenings in the financial sector.
Roles & Responsibility	Responsible for entire Internal Audit Function.

	Preparation and periodic review of Audit policy. Participate in development and/or maintenance of customized risk assessment, audit planning, and audit testing methodologies, including development and maintenance of audit programs and tools, and audit reporting and follow-up methodologies. Liaise with audit teams and branches for executing risk based audits. Prepare audit reports based on reviews conducted and submit the same to the ACB. Facilitate the financial and operational reviews of internal control processes and computer systems across the organization. Conduct inspection of physical existence of security over Bank assets; verify accuracy of accounting records and reports; review the adequacy of manual and automated systems of internal control. Undertake transaction audits of high risk and fraud - prone areas such as cash, deposits, credit, sundry and suspense accounts, internet banking. Ensure concurrent audit program is in line with guidelines issued. Ensure completion of assigned audits and documentation of work papers on time. To formulate audit procedure manual and checklists. Co-ordinate Risk Based Supervision process. Engaging auditors for conducting IS Audit and other related areas. HIA will have direct reporting lines to ACB/CEO.

Remuneration	Remuneration will not be a constraint for the right candidate
Posting	Bank's Head Office, Mehsana

[2] HEAD – HR & ADMIN

Number of Positions	-01-
Tenor for appointment	On contract for a period of 3 years
Age Limit As on date	Not more than 60 years, however maximum age will be relaxed in deserving cases
Educational Qualifications	MBA/PGDM or other relevant post graduate qualification in Human Resource from a recognized University/ Institution will be preferred.
Experience	Minimum 15 years in Banking or Financial services industry and at least 8 years in Human Resources Department of any Bank/FI in middle or senior position.
Roles & Responsibility [HR]	To oversee and manage the various functions of Corporate HR, in efficient manner, so as to drive the objectives and goals assigned for HR. To execute and carry out the various HR plans and programme, as per the HR policy of the Bank. To exercise the powers delegated for the said role and also lead, motivate, develop and groom the assigned team, with a strong sense of organizational belongingness, employee empathy, highest standards of organizational ethics. To develop manpower assessment module and execute the same across the Bank so as to achieve optimum and effective utilization of the HR for the Bank; To direct and manage the human resource functions of recruitment, placement, orientation, training, discipline and exit management.

	Instrumental in formulating various HR policies, advocate employee friendly policies/processes, including periodical review. Oversee smooth & timely conduct of Promotion Process; take initiatives for process improvements / automations. To oversee and guide the team handling employee/ industrial relations, ensure all Statutory & Regulatory Compliance are adhered to as also address IR/ ER issues To put in place a program for developing Talent & Capacity building, through Training Needs Analysis, Skill gap analysis, and to prepare a road map for Competency Mapping for key businesses & roles. To oversee and monitor an appropriate Performance Management & Talent Retention through annual appraisal functions, career progression based on objective assessments to fulfill the business requirements and as a means to motivate talent & enhancing productivity. To oversee and manage appropriate delivery & execution of HR strategies and policies as per guidelines. To roll out employee engagement strategies with bottom up approach. To create appraisal system based on measurable targets for 100% work force, and focus on building leadership and new skills to deal with the challenges of changing technology. To align the compensation structure with the industry with an element of performance driven incentive. To put in place automated system to decide transfers and posting based on the competence of the employees.

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Roles & Responsibility [Admin]	Supervising the day to day operations of the administrative department and staff members. Proper Maintenance of organization Assets. Administrative and logistic support to entities and Head office. Procurement To monitor/Supervise proper provisions of the Office furniture & fixture,and safety /security measures etc. Checking all the departments and their requirement on a daily basis. Developing, reviewing, and improving administrative system,policies,and procedures. Ensuring the office stocked with necessary supplies and that all equipment is working properly maintained.
Remuneration	At par with industry, negotiable
Posting	Bank's Head Office, Mehsana

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