

## **RECRUITMENT NOTICE**

The Nirmal Urban Co-operative Bank Ltd., one of Nagpur leading Co-operative Banks is looking for qualified and experienced talents in following areas :-

<b><u>By Email Registration of Application starts from 11-07-2025</u></b>	<b><u>Last date for submit Application</u> By Hard copy 18-07-2025 (upto 06:00 pm ) By online application 20-07-2025 (23.59.00)</b>
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### **[1] CHIEF EXECUTIVE OFFICER [CEO]**

Number of Posts	-01-
Position	Chief Executive Officer
Age Limit As on date	Between 35 years to 62 years as on 01/06/2025
Educational Qualifications	Graduation/Post Graduation in any stream [recognized/ approved by Government, Government Bodies/ AICTE], CAIIB/ CA/MBA is preferable but not necessary.
Experience	Minimum -10- years of experience with Co-Op Banks/Commercial Banks in Senior Management level cadre in respect of one or more of Operational Banking, Credit, Investment and Treasury Management, etc.
Role & Responsibility	The Chief Executive Officer shall be holding overall charge of the Bank and he will be responsible to implement the vision of the Bank.
Requirement of Skills	<ul style="list-style-type: none"> <li>➤ Proven experience of leadership role in Banks/FIs/NBFC. Preference will be given to a candidate with similar experience of working in Co-operative Bank/s.</li> <li>➤ To act and perform the role of the Head of the Bank, handle all operational issues, credit/recovery matters, Treasury Management of the Bank.</li> <li>➤ Formulate &amp; Implement business development strategy for the Bank in consultation with the Board.</li> <li>➤ Should be having a proven track record in the field of Audit, Risk Management, and compliance.</li> <li>➤ Should be well versed with the laws and regulations applicable to Co-operative Banks.</li> <li>➤ Oversee the implementation of technology solutions throughout the organization.</li> <li>➤ Should be a person with good communication skills, high integrity and to protect interests of the stake-holders.</li> </ul>
Posting	Nirmal Bank Head Office, Nandanvan Nagpur
Remuneration	As par the industry norms, negotiable

## [2] GENERAL MANAGER (GM)

Number of Posts	-01-
Position	General Manager
Age Limit As on date	Not more than 62 years as on 01/06/2025
Educational Qualifications & Experience	<p>Graduate/Post graduate from a reputed University with overall experience of handling Banking operations, in the rank of Deputy/Assistant General Manager in Nationalized or Scheduled Bank or large sized Co-Operative Banks for a minimum of 5 Years and above.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>CA/ICWA with JAIIB/CAIIB with overall experience of heading the Branch for a minimum of 10 Years and above.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>MBA[Finance] with JAIIB/CAIIB from a reputed University with overall experience of heading the Branch for 10 Years and above.</p>
Role & Responsibilities	<ul style="list-style-type: none"> <li>➤ To act and perform the role of the Head of the Banking Operational team, handle all operational issues and matters of the Bank.</li> <li>➤ To work out strategy for managing and mitigating operational risks.</li> <li>➤ To handle and attend to RBI compliance matters, Audit and Inspection relating to the all matters of the Bank.</li> <li>➤ Formulate business development strategy for the Bank.</li> <li>➤ Design various deposits products, policies that align with overall strategy and in compliance with RBI guidelines.</li> <li>➤ Implement efficient processes, standards and Fair Practices Code.</li> <li>➤ Coordinate customer service operations and find ways to ensure customer retention and redressal of customer grievances.</li> <li>➤ Ensure compliance with local and international laws [e.g. data protection]</li> <li>➤ Oversee the implementation of technology solutions throughout the organization.</li> <li>➤ Manage contacts and relations with customers, vendors and other stakeholders.</li> <li>➤ Evaluate risk and display quality assurance efforts.</li> <li>➤ Oversee expenses and budgeting to help the organization optimize costs and benefits.</li> </ul>

	➤ Mentor and motivate teams to achieve productivity and engagement.
Requirement of Skills	<ul style="list-style-type: none"> <li>➤ Proven experience as leadership role in Banks. Preference will be given to a candidate with similar experience of working in Co-operative Bank/s.</li> <li>➤ Thorough knowledge of all General Banking functions including Credit/Recovery/ Accounts/HR/Inspection Audit and IT</li> <li>➤ Knowledge of data analytics and reporting</li> <li>➤ Excellent with numbers and financial planning.</li> <li>➤ Outstanding communication and negotiation skills.</li> <li>➤ Excellent organizational and leadership ability</li> <li>➤ Problem solving aptitude</li> <li>➤ Complete knowledge of RBI Guidelines/ Rules/ Regulations pertaining to Operations of Co-Operative Bank.</li> </ul>
Remuneration	As par the industry norms, negotiable
Posting	Nirmal Bank Head Office, Nandanvan Nagpur

### **[3] ASISTANT GENERAL MANAGER (AGM)**

Number of Posts	-01-
Position	Assistant General Manager
Age Limit As on date	Not more than 62 years 01/06/2025
Educational Qualifications	<p>Chartered Accountant from Institute of Chartered Accounts of India and/or CMA through ICMAI with overall experience of Credit/Recovery department for 10 Years and above in the rank of Manager and above.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>MBA[Finance] from a reputed University with overall experience of Banking for 10 Years and above in the rank of Manager and above..</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Graduate from a reputed University with overall experience of Manager in Nationalized or Scheduled Bank or large sized Co-Operative Banks for a minimum of 5 Years and above.</p>
Role & Responsibilities	<ul style="list-style-type: none"> <li>➤ To act and perform the role of the Head of the operation Department of the Bank at Nirmal, to handle all types of issues and matters pertaining to the Bank,</li> <li>➤ Vetting and finalisation of various policies of the Bank in line with guidelines of the RBI and implement thereof.</li> <li>➤ Finalisation of credit appraisal note, submitted by the processing team and wherever require to present the credit proposals to the Board for their satisfactions.</li> <li>➤ Adequate knowledge of documentation work for the Loan and advances, Accounts, Recovery department of the Bank.</li> <li>➤ To oversee the Effective monitoring function of the Bank and also to handle the matters relating to EWS, SMA, NPA, NCLT, DRT, Recovery actions under various statutes to recover the banks dues etc.</li> <li>➤ Provide guidance, support to department, work out strategy for managing and mitigating various credit risks.</li> <li>➤ To handle and attend to RBI compliance matters for the Credit department, Audit and Inspection relating to the credit matters of the bank.</li> <li>➤ To perform the developmental role for the Bank as per the vision of the Top Management.</li> <li>➤ Implement efficient processes, standards and Fair Practices code.</li> <li>➤ Mentor and motivate teams to achieve productivity and engagement and constant improvement in quality of the credit proposal.</li> <li>➤ To appraise the Top Management on Credit/Account/Recovery related matters and performance and suggest improvements.</li> </ul>

Experience	Complete knowledge of Credit, Credit Monitoring, Recovery and all norms and guidelines pertaining to Credit in Banks more particularly applicable to Co-Op Banks .
	The candidate should be well conversant with the norms/guidelines of the Reserve Bank of India.
Remuneration	As par the industry norms, negotiable
Posting	Nirmal Bank Head Office, Nandanvan Nagpur

#### **[4] Branch Manager (BM)**

Number of Posts	-02-
Position	Branch Manager
Age Limit As on date	Not more than 60 years 01/06/2025
Educational Qualifications	Education: Graduation in any stream (MBA in Finance will be preferred)
Role & Responsibilities	<ul style="list-style-type: none"><li>➤ Ensure smooth day-to-day operations of the branch</li><li>➤ Lead, supervise, and motivate the branch team to achieve business targets</li><li>➤ Drive growth in deposits, advances, and other banking products</li><li>➤ Maintain high customer service standards and resolve grievances promptly</li><li>➤ Ensure compliance with RBI guidelines, banking regulations, and internal policies</li><li>➤ Oversee branch audits, inspections, and ensure risk mitigation</li><li>➤ Develop and maintain strong relationships with customers and the local community</li><li>➤ Monitor loan portfolios, recoveries, and manage NPAs effectively</li><li>➤ Guide staff training and capacity building</li></ul>
Experience	Minimum 5 years experience in the banking sector At least 2 years experience as a Branch Manager
Remuneration	As par the industry norms, negotiable
Posting	At Bank's Branches in Nagpur City

## **[5] Credit Manager (CM)**

Number of Posts	-01-
Position	Credit Manager
Age Limit As on date	Not more than 60 years 01/06/2025
Educational Qualifications	Education: Graduation in any stream (MBA in Finance will be preferred)
Role & Responsibilities	<ul style="list-style-type: none"><li>➤ Analyze loan proposals and assess creditworthiness of borrowers</li><li>➤ Prepare detailed credit appraisal reports and sanction notes</li><li>➤ Evaluate financial statements, project reports, and repayment capacity</li><li>➤ Ensure compliance with bank's credit policy, RBI norms, and regulatory guidelines</li><li>➤ Monitor sanctioned credit limits and review account performance periodically</li><li>➤ Coordinate with branch managers and field officers for timely processing</li><li>➤ Identify early warning signals and manage credit risk effectively</li><li>➤ Participate in credit committee meetings and recommend suitable actions</li><li>➤ Support audit and inspection related to credit operations</li><li>➤ Provide guidance to staff on credit evaluation and documentation</li></ul>
Experience	Minimum 5 years of experience in the banking sector At least 3 years of experience as a Credit Officer/ Manager
Remuneration	As par the industry norms, negotiable
Posting	Nirmal Bank Head Office, Nandanvan Nagpur

## [6] Graphics Designer & Social Media Promoter

Number of Posts	-01-
Position	Graphics Designer & Social Media Promoter
Age Limit As on date	Not more than 60 years 01/06/2025
Educational Qualifications	Education: Graduation in any stream
Role & Responsibilities	<ul style="list-style-type: none"> <li>➤ Design engaging graphics for social media, banners, posters, and advertisements</li> <li>➤ Develop creative content for Facebook, Instagram, Twitter, YouTube, and WhatsApp</li> <li>➤ Plan and execute social media campaigns to boost brand presence and engagement</li> <li>➤ Handle page management and online promotions across digital platforms</li> <li>➤ Edit photos, videos, and reels using tools like Photoshop, CorelDRAW, Canva, etc.</li> <li>➤ Stay updated with social media trends, formats, and audience behavior</li> <li>➤ Collaborate with management to create branding material and campaigns</li> <li>➤ Maintain design consistency and branding across all materials</li> <li>➤ Monitor analytics and prepare reports on campaign performance</li> <li>➤ Respond to comments and messages on social media platforms promptly</li> </ul>
Experience	Minimum 2 years of experience in Graphic Designing Social Media Promotion and Content Creation.
Remuneration	As per the industry norms, negotiable
Posting	At Bank's Head Office, Nirmal Urban Co.op Bank.



## [7] Clerk & Field Executive

Number of Posts	-04-
Position	Clerk and Field Executive
Age Limit As on date	Not more than 35 years 01/06/2025
Educational Qualifications	Education: Graduation in any stream
Role & Responsibilities	<ul style="list-style-type: none"><li>➤ Handle day-to-day banking operations like cash receipts, payments, and account management</li><li>➤ Assist in customer service, data entry, and document verification</li><li>➤ Maintain records of deposits, withdrawals, and account statements</li><li>➤ Support loan documentation and processing</li><li>➤ Ensure compliance with internal policies and audit standards</li><li>➤ Visit clients for document collection, verification, and KYC formalities</li><li>➤ Support loan recovery and follow-up with customers</li><li>➤ Promote bank products and services in the assigned area</li><li>➤ Build and maintain good relations with customers and the community</li><li>➤ Submit daily reports and updates to branch management</li></ul>
Experience	Minimum 1 year of experience in banking operations or fieldwork
Remuneration	As par the industry norms, negotiable
Posting	At Bank's Branches in Nagpur City

**NIRMAL URBAN CO.OP BANK LTD**  
**218, NIRMAL GANGA NANDANVAN MAIN ROAD**  
**NAGPUR 440009**

**REQUIRES**

Nirmal Urban Co-op Bank Ltd., Nagpur invites applications from eligible candidates to work on CONTRACT & Bank pay role as following posts

1. Chief Executive officer	01 Post
2. General Manager.....	01 Post
3. Assist. General Manager.....	01 Post
4. Branch Manager.....	02 Post
5. Credit Manager .....	01 Post
6. Graphics Designer / Social Media Promoter...	01 Post
7. Clerk/Field Executive .....	04 Post

For eligibility Criteria and details available on [www.nirmalurban.com](http://www.nirmalurban.com)  
Interested candidate required to submit application and resume by [recp@nirmalurban.com](mailto:recp@nirmalurban.com) till 20/07/2025 OR hard copy to submit at bank head office, Nagpur by hand till 18/07/2025

**Date: 09.07.2025**

**Chief Executive officer**  
**Nirmal Urban Co-op Bank,**  
**Nagpur**