

TERMS AND CONDITIONS FOR ENGAGEMENT OF COOPERATIVE INTERNS FOR THE HARYANA STATE COOPERATIVE APEX BANK LTD., CHANDIGARH AND 19 DISTRICT CENTRAL COOPERATIVE BANKS IN HARYANA.

Introduction: With the aim to ensure that benefits of initiatives initiated by Ministry of Cooperation, Government of India reach the grass root level, strengthen cooperative based economic model and ensure necessary capacity building to the cooperatives, it has been decided that The Haryana State Cooperative Bank Ltd., Chandigarh will engage 13 Cooperative Interns (One for Harco Bank, Chandigarh and one each at District Central Cooperative Banks at Ambala, Bhiwani, Faridabad, Fatehabad, Gurgaon, Hisar, Jhajjar, Jind, Rewari, Rohtak, Sirsa and Yamunanagar for ONE year only. The Detail guidelines of the Scheme are as under:

Objective of the Scheme:

- i. To deepen the Cooperative Movement till grass roots level.
- ii. Enable the professional graduates to learn the context and practical working of cooperatives.
- iii. To expand pool of experienced cooperative professionals. 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.

Eligibility: MBA or equivalent in Marketing Management/ Cooperative Management /Agri. Business Management / Rural Development Management having permanent Resident of Haryana Certificate.

Essential Qualification: Proficiency in computer is essential.

Age Limit: Candidates should be minimum of 21 years of age and maximum of 30 years as on the date of application.

Number of Interns and Location: 13.

One at the State level i.e. for Harco Bank at Chandigarh and 12 District Central Cooperative Banks at Ambala, Bhiwani, Faridabad, Fatehabad, Gurgaon, Hisar, Jhajjar, Jind, Rewari, Rohtak, Sirsa and Yamunanagar (one Cooperative Intern at each DCCB).

Reservation: The post is unreserved.

Application Fees: Nil.

Process of Selection:

Walk in Interview. Shortlisted candidates based on the laid down criteria by NABARD will be called for Interview. The Bank shall have a Committee to take interview. Average Marks obtained throughout the carrier, i.e. High School, Higher Secondary, Graduation, Post Graduation etc. from the deserving candidates will be considered only for the interview. Selection will be purely on the basis of the recommendations of the Committee.

Posting of Interns: Selected Interns are needed to be posted to all the PACS in the State based on their choice/s of district to reap the benefits of local understanding. The Haryana State Cooperative Apex Bank Ltd. Chandigarh may post/transfer the interns based on the functional requirements.

Remuneration: The selected Cooperative Intern will be paid a consolidated monthly remuneration of Rs. 25,000/- (Rupees Twenty Five Thousand Only) per month only. Interns may avail 10 days Casual Leave (CL) for the year and no other leaves will be granted. Leaves other than Casual Leave to be granted as 'Leave without remuneration'. Holidays would be available to the interns as applicable to the employees of the Bank.

How to apply: Interested candidates may apply and submit their applications either personally or by post, in the office of The Haryana State Cooperative Apex Bank Ltd., Sector 17B, Bank Square, Chandigarh, Pin Code- 160017 by **20.11.2025 till 5.00 P.M.** The envelope should be super scribed with "Application for the Post of Cooperative INTERNS. The applications if received after the due date will not be entertained.

NOTE: Candidates are not required to submit along with their applications any ORIGINAL Certificates in support of their claims regarding Age, Educational Qualifications, etc. which will be verified at the time of the interview only.

Roles and duties of Intern:

- i. The intern will discharge following roles and duties:
- ii. The intern will coordinate with PACS and other cooperatives and provide necessary guidance for the implementation of initiatives taken by Ministry of Cooperation, GoI.
- iii. 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.
- iv. He/she will prepare and share weekly status report of the implementation of initiatives taken by Ministry of Cooperation in coordination with PACS/DCCBs/Harco Bank Ltd.

Other Terms and Conditions:

- i. The internship programme is neither an employment nor an assurance of an employment with the Bank or institutions associated with the Bank and no interns shall have any right or claim for an appointment with the Bank by virtue of this internship programme.
- ii. Internship is a fulltime programme and hence interns are required to observe working hours of the Bank. The internship may be discontinued anytime 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 anytime without assigning any reasons.
- iii. The intern shall be required to maintain confidentiality of all the documents/reports and/or any information received by his, /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.

- iv. The intern shall follow the rules and regulations of the concerned PACS/DCCBs/Harco Bank Ltd.
- v. The intern shall not reveal to any person/organization confidential information pertaining to the Bank, its work and its policies.
- vi. 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.
- vii. Interns will conduct themselves professionally in their relationship with the Bank and the public in general.
- viii. It may be strictly observed that the conduct of the interns and their access to the data shall be the sole responsibility of the Bank.
- ix. The Cooperative Interns may be posted/ transferred at anywhere by the HARCO Bank to some other DCCBs or HARCO Bank based on functional/ operational requirements.

General Instructions:

- i. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post of Cooperative Intern in the Haryana State Cooperative Apex Bank Ltd. The Bank would conduct interviews in respect of the eligible candidates only for the internship on the basis of the information furnished in the application and shall determine their eligibility only at the final stage i.e. interview stage.
- ii. If at that stage, it is found that any information furnished in the application is false /incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the internship, his / her candidature will be cancelled and he /she will not be allowed to appear for interview.
- iii. Application form not as per the prescribed format or in complete in any respect will not be entertained.
- iv. Canvassing for the posts, in any form will be a disqualification. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason.
- v. In all matters regarding eligibility, interviews, assessment, prescribing minimum qualifying standards in interview, and communication of result, the Competent Authority's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- vi. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Court situated at Chandigarh.
- vii. The selected candidate must join within 30 days from the date of engagement. If the selected candidate fails to join within 30 days without any valid ground, the Competent Authority shall consider the next candidate as per the merit list.

- viii. The applications shall be screened by a Screening Committee and suitable candidates meeting the eligibility criteria shall be shortlisted and informed by email for interview for the engagement as per extant rules and policy. The decision of the Competent Authority will be final.
- ix. The Managing Director/ CEO HARCO Bank reserves the right to cancel appointment process without assigning any reason.

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Managing Director/ CEO

**APPLICATION FORM FOR COOPERATIVE INTERNS IN THE HARYANA
STATE COOPERATIVE APEX BANK LTD.,(StCB) /19 DISTRICT
COOPERATIVE CENTRAL BANKS (DCCBS) IN HARYANA**

A. PERSONAL INFORMATION

1. Name of the Candidate (As per SSC Certificate)	:		(Affix Passport size Photograph)	
2. Father's Name	:			
3. Mother's Name	:			
4. Date of Birth	:			
5. Community	:	SC/ST/BC/Others		
6. Mobile Number	:			
7. Email Id	:			
8. Person With Disability(PwD)	:	Yes/No (Minimum 40% disability)		
9. Religion	:			
10. Gender	:	Male/Female/Others		
11. Applying for (Bank & District)	:			
12. Unique ID No.(Aadhar)	:			
13. Any other Government ID No.	:	Driving license, Voter ID, Passport, PAN Card: Type of ID: Number:		
14. Permanent Address	:	 		
15. Communication Address	:	 		
16. Languages Known	:			

B. EDUCATIONAL DETAILS: _____ (Please Specify)

	Specialization	Name of the School/ College/ Institution	Address of the School/College/ Institution	Year of Passing	Percentage of Marks /CGPA
SSC	-				
Intermediate (10+2)	-				
Graduation					
Post Graduation					
Other Qualifications					

C. DECLARATION:

I _____ here by declare that the above information is true and correct to the best of my Knowledge.

Signature of the Applicant:
Name of the Applicant:
Contact No.:

Enclosures:

1. Copy of Aadhaar Card
2. Copy of Caste Certificate(If applicable)
3. Copy of SSC Certificate
4. Copy of Intermediate Certificate
5. Copy of Graduation/PG Certificate
6. Copy of other Certificates