**Eligibility Details for the selection of Co-operative Interns to the SCBs and DCCBs**

**Eligibility :**

 MBA or equivalent in Marketing Management / Co-operative Management / Agri Business Management / Rural Development Management.

**Essential Qualification**:

Proficiency in Computer is essential.

**Age limit :**

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

**Number of Interns and Location :**

 State Co-operative Banks (StCB) and District Co-operative Central Banks (DCCBs) will hire one Co-operative Intern each. Appointment of an intern will be for a period of one year. The scheme will be valid for 3 years.

**Posting of Interns :**

 Selected Interns need to work in concerned DCCBs and StCB. StCB may post / transfer the Interns based on the functional requirements.

**Remuneration :**

 The selected Co-operative Intern will be paid a consolidated monthly remuneration of Rs.25,000/- + TA / DA as applicable. Interns may avail 10 days Casual Leave (CL) for the year and no other leaves will be granted. Leaves other than CL to be granted as “Leave without remuneration”. Holidays may be available to the interns as applicable to the respective StCB / DCCBs.

**Roles and Duties of Intern :**

The Intern will discharge following roles and duties :

i. The Intern will coordinate with PACS and other primary co-operatives and provide necessary guidance for the implementation of initiatives taken by Ministry of Co-operation, GoI.

ii. 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.

iii. He / she will prepare and share weekly status report of the implementation of initiatives taken by Ministry of Co-operation in coordination with DCCB / StCB.

**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 intern shall have any right or claim for an appointment with Banks by virtue of this internship programme.

ii. 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.

iii. 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.

iv. The intern shall follow the rules and regulations of the concerned StCB / DCCB.

v. The Intern shall not reveal to any person / organization confidential information pertaining to concerned 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 concerned Bank.

 Sd/-

 **Chief Executive Officer,**

 **Karnataka State Cooperative Apex Bank Ltd.,**

 **Bengaluru – 560 018.**