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INTERNET BANKING

[HTTPS://JKSBL.IN/SCREENS/HOMEPAGE.ASPX](https://jksbl.in/screens/homepage.aspx)

CYBER SECURITY GUIDELINES

[HTTPS://WWW.JSBLBANK.COM/ENCYC/2022/3/17/BE\(A\)WARE--A-BOOKLET-ON-MODUS-OPERANDI-OF-FINANCIAL-FRAUDSTERS\\_202203171649040307.PDF](https://www.jsblbank.com/encyc/2022/3/17/BE(A)WARE--A-BOOKLET-ON-MODUS-OPERANDI-OF-FINANCIAL-FRAUDSTERS_202203171649040307.PDF)

ONLINE APPLICATION FORM

[HTTPS://ONLINEAPPLICATION.JSBLBANK.COM/](https://onlineapplication.jsblbank.com/)

POSITIVE PAY SYSTEM

[HTTPS://WWW.JSBLBANK.COM/ENCYC/2023/12/POSITIVE-PAY-SYSTEM.HTML](https://www.jsblbank.com/encyc/2023/12/POSITIVE-PAY-SYSTEM.HTML)

MANDATE CANCELLATION APPLICATION

[HTTPS://ECS.JKSBL.COM:8469/](https://ecs.jksbl.com:8469/)

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<https://twitter.com/JanakalyanBank>**JANAKALYAN SAHAKARI BANK LTD.***Come and Feel the Change ...*</index.html>

## CAREERS

<https://www.jsblbank.com/Encyc/2019/5/27/Careers.html>

Careers



## Experienced Bankers

(Apply strictly in the "APPLICATION FORMAT" given on website)

Apply (<https://www.jsblbank.com/job-application/>)

**JANAKALYAN SAHAKARI BANK LTD, a Mumbai based leading Co-operative Bank invites applications to recruit experienced Bankers for following positions in various Departments/Branches**

### **Positions & Selection Criteria:-**

Sr. No	Position	Qualifications	Requisite Experience
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1.	General Manager	Graduate Preference for CAIIB / CA/ MBA/ICWA/CS	20 + years' experience in Banking Industry of which minimum 7 years in the Cadre of Senior Management (Preferably AGM and above)
2.	Dy. General Manager	Graduate Preference for CAIIB/ CA/ MBA/ICWA/CS	15 + years' experience in Banking Industry of which minimum 5 years in the Cadre of Senior Management. (Preferably CM and above)
3.	Asst. General Manager	Graduate + CAIIB preference for CA/MBA/CS	12 + years' experience in Banking Industry of which minimum 5 years in the Cadre of Senior Management. (Preferably CM and above)
4.	Chief Manager	Graduate + CAIIB	10 + years' experience in Banking Industry of which minimum 5 years in the Cadre of Senior Management. (Preferably Manager and above)
5.	Manager	Graduate Preference for CAIIB	5 + years' experience in Banking Industry at appropriate level/cadre.
6.	Assistant Manager	MBA/CA/ ICWA /CS/ LLB or equivalent	Fresher's or 2 + years experience in Banking Industry preferable.
7.	Management Trainee	MBA/ICWA/CS/ Inter CA/LL.B. or equivalent	Fresher's can apply. Experience in Banking or any other Financial Institution will be an added advantage.

#### **Experience / Expertise Expected:-**

Sr. No.	Department / Branch	Particulars
1.	Credit Department	With experience in Bank or Financial Institution in Credit Processing, Credit Appraisal and Credit Monitoring of commercial credit advances, Documentation having worked at Zone / Head Office.

2.	Audit & Inspection Department	Experienced Banker with comprehensive exposure of working in Audit & Inspection Department at appropriate level. Must have thorough insight & exposure to facilitate various audits – Concurrent, Statutory, RBI Inspection and other audit related compliances.
3.	Risk Department	<ul style="list-style-type: none"><li>• Bachelor's degree in Finance, Economics, Business, or a related field.</li><li>• Strong understanding of financial markets, banking products, and risk management principles.</li><li>• Analytical mindset with proficiency in data analysis tools and techniques.</li><li>• Excellent communication skills to convey complex risk concepts to both technical and non-technical stakeholders.</li><li>• Ability to work collaboratively in a team environment and adapt to changing priorities.</li><li>• Previous experience in risk management or a related field is preferred.</li></ul> Knowledge of regulatory requirements impacting the banking industry.

4.	Personnel Department	<p>Experienced Banker with an in depth exposure of working in HR Department at senior or mid management cadre position.</p> <p>Should have experience of managing &amp; supervision over End to End Human Resource Management viz. Recruitments &amp; Promotions, Performance Appraisal, Training &amp; Development, Employee Engagement &amp; Employee Retention interventions, Payroll Administration &amp; Staff Budgetary provisions, Compliances under Labour Laws, Employee Discipline / Conduct / Enquiries, Employee Welfare drives, HR audit and various other HR functions including Statutory /Regulatory HR Compliances.</p> <p>Framing/updating HR policies, Staff Budget &amp; Budgetary provisions, etc.</p> <p>Exposure in long term Wage Negotiations and Agreements, liasoning with Government or any other authorities, audit firms, legal advisor, etc.</p> <p>Drafting skill is essential' in preparation &amp; presentation of Notes/Proposals/Minutes, etc. for the approval of the higher authorities/Committees/ Board.</p> <p>Computer savvy and expertise in handling MIS data shall be an added advantage.</p>
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5.	Facility & Administration Department	<p><b>Facilities Management</b></p> <ul style="list-style-type: none"> <li>• Rendering infrastructure and facility support to employees; maintaining a flawless communication with the employees and harmonious working environment at all levels. Analyzing assigned tasks and accountable for optimal utilization of resources and manpower in a cost effective way</li> <li>• Diligently verifying operational efficiency levels and implementing various cost control measures for ensuring cost-effective procurement of company's assets while improving bottom-line performance</li> <li>• Devising SLAs for various service providers like Housekeeping/ Aircon systems/ Plumbing maintenance/ Electrical maintenance/ General maintenance like civil &amp; carpentry/ AMCs</li> <li>• Procuring Housekeeping supplies and equipment and maintaining adequate inventory levels of amenities and supplies to provide a clean, safe and comfortable environment</li> <li>• Liaising with vendors for procuring various services; negotiating with them for cost effective prices</li> <li>• Assuring statutory Compliance with respect to BMC, Shop act, Labor contract, Police station &amp; Govt authorities</li> </ul> <p><b>General Administration/ Security</b></p> <ul style="list-style-type: none"> <li>• Key role in formulation of admin procedures like checklist for Security/Housekeeping and New branch establishment</li> <li>• Managing administrative matters and ensuring proper implementation of administrative policies and providing necessary support to the Management in terms of administration</li> <li>• Planning &amp; budgeting administration expenses &amp; working towards minimizing operational expenses/ costs</li> <li>• Organizing various meetings/AGM and Bank events</li> <li>• Analyze security needs of the organization and driven security management initiatives to prevent external and internal theft and incident of loss to the assets, information and manpower from the premises</li> </ul> <p><b>Infrastructure management</b></p> <ul style="list-style-type: none"> <li>• Renewal of Land L agreements with concern to branch properties which are on Rent.</li> <li>• Finding out New Premises for the branches in case New requirement or Relocation.</li> <li>• Finalisation of Fit out team i.e.- Architect/Contractor</li> <li>• Actual process of finalisation of vendor – Finalisation of BOQ/Tendering/Negotiation and vendor finalisation</li> <li>• Approval from Subcommittee/Reporting in to BOD.</li> <li>• Deployment of Physical Security and Housekeeping agency.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Implementation of e-Surveillance system through the appointed agency.</li> </ul>
6.	Accounts, Taxation & MIS Department	<p>Experienced Banker with requisite expertise of working in Accounts &amp; Taxation department at appropriate level.</p> <p>Experience in MIS Data Management is essential.</p> <p>Knowledge of dealing in books of accounts of the Bank &amp; coordinating with empanelled auditors and Chartered accountants of the Bank.</p> <p>Requisite exposure of facilitating various statutory compliance including reporting to RBI.</p> <p>Submission /supervision over the periodical filing of returns, reporting etc.</p> <p>Drafting skill is essential in preparation &amp; presentation of notes/proposals/ Minutes etc for the approval of the higher authorities /committees/board.</p> <p>Should be Computer Savvy.</p>
7.	Digital Banking & New Initiative (DBNI) & Banking operations Department	<p>Experienced Banker with exposure in digital gateways, digitization of banking services/operations, etc.</p> <p>Preparing notes and proposals for the approval of higher authorities. Framing/updating department policies/procedures, Budget &amp; Budgetary provisions, etc. and other requisite skills shall be essential.</p> <p>Skill in continuous monitoring and improvements in digital services of the Bank will be an added advantage.</p>
8.	Treasury Department	<p>Experienced Banker with exposure of working in Treasury Department preferably as Dealer.</p>

9.	Branch Managers	<p>Experience of minimum 5 years in overall handling of Branch Operations as an Officer or Asst. Branch Manager.</p> <p>Exposure as a Branch Manager for minimum one year or more will be an added advantage.</p>
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### MANAGEMENT TRAINEES

Fresher's can apply.  
Experience of working in Bank or financial institution will be an added advantage.

#### **NOTE:**

1. In case of deserving candidates the criteria will be relaxed at the discretion of the Management.
2. Drafting & presentation skill for the preparation of Notes/Proposals is essential for all senior positions.
3. As per the guidelines of the Government, MS-CIT certification is required prior to joining or the same shall be completed post joining at the earliest.
4. You may attach your photo and CV only along with 'Application Form. The requisite documents such as Educational & employment documents, Certificates etc. shall be needed at the later stage.
5. The applicant may apply for anyone position as per the criteria prescribed. Multiple applications won't be considered.
6. The applicant may mention in 'Application Format' the specific position to which he/she wish to apply. However short listing of his/her candidature shall be done based on the experience, qualification & other selection parameters at the discretion of the Management. Candidate should be Computer Savvy.
7. Also note that MBA degree should be completed from reputed University (either full time or if part time then it should be of 3 years), distance learning or any online MBA course will not be considered.
8. Apply within 15 days from the Date of Advertisement.

#### WE ARE SOCIAL



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sahakari-

bank-



ltd) (<https://www.youtube.com/channel/UCdJVx9xmAAJGfTxuDTWuKyA>)

## Mobile Application



([https://play.google.com/store/apps/details?id=com.sahakaroftech.janakalyanbank&hl=en\\_IN](https://play.google.com/store/apps/details?id=com.sahakaroftech.janakalyanbank&hl=en_IN))

id=com.sahakaroftech.janakalyanbank&hl=en\_IN)

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**Help Desk :** 1800 22 5381

**10:30 AM to 06:00 PM (Except 2nd & 4th Saturday)**

**Grievance Id:** [complaint@jksbl.com](mailto:complaint@jksbl.com)

**CONTACT US** ([HTTPS://WWW.JSBLBANK.COM/CONTACT-US/](https://www.jsblbank.com/contact-us/))

### CORPORATE OFFICE:

Vivek Darshan,

140, Sindhi Society, Opp. Bhakti Bhavan,

Chembur-East, Mumbai 400071

**Tel:** 022-2522 2582 | **Fax:** 022-2523 0266

**Email :** [jksbl@jksbl.com](mailto:jksbl@jksbl.com)



Janakalyan Sahakari Bank Ltd is registered with DICGC

(<https://www.dicgc.org.in>) (<https://www.dicgc.org.in>)

## INFORMATIVE LINKS

➤ **Bank-Holidays** (<https://www.jsblbank.com/Encyc/2019/5/28/Bank-Holidays.html>)



- [Photo Gallery \(https://www.jsblbank.com/photogallery.html\)](https://www.jsblbank.com/photogallery.html)

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- [Terms & Conditions \(https://www.jsblbank.com//Encyc/2019/7/2/Terms-Conditions.html\)](https://www.jsblbank.com//Encyc/2019/7/2/Terms-Conditions.html)

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- [Disclaimer \(https://www.jsblbank.com//Encyc/2019/7/16/Disclaimer.html\)](https://www.jsblbank.com//Encyc/2019/7/16/Disclaimer.html)

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- [General Policy \(https://www.jsblbank.com//Encyc/2022/2/18/General-Policy.html\)](https://www.jsblbank.com//Encyc/2022/2/18/General-Policy.html)

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- [BOARD ELECTION - 2022. \(https://www.jsblbank.com/images/WebSiteImg\\_Punyanagari 1.png\)](https://www.jsblbank.com/images/WebSiteImg_Punyanagari 1.png)

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- [Mandate Cancellation Application \(https://ecs.jksbl.com:8469/\)](https://ecs.jksbl.com:8469/)

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- [Downloads \(https://www.jsblbank.com//Encyc/2019/5/28/Download-Forms.html\)](https://www.jsblbank.com//Encyc/2019/5/28/Download-Forms.html)

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- [Tenders](#)

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- [Auctions \(https://www.jsblbank.com//Encyc/2019/5/28/Auction.html\)](https://www.jsblbank.com//Encyc/2019/5/28/Auction.html)

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- [List of Inoperative / Dormant A/C \(https://www.jsblbank.com//Encyc/2019/7/5/List-of-Inoperative-Dormant-A-C-.html\)](https://www.jsblbank.com//Encyc/2019/7/5/List-of-Inoperative-Dormant-A-C-.html)

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- [Financial Blogs \(https://www.jsblbank.com/blogsjsbl/financial/index.html\)](https://www.jsblbank.com/blogsjsbl/financial/index.html)

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- [Miscellaneous \(https://www.jsblbank.com//Encyc/2020/5/11/miscellaneous.html\)](https://www.jsblbank.com//Encyc/2020/5/11/miscellaneous.html)

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- [Positive Pay System \(https://www.jsblbank.com//Encyc/2023/12/Positive-Pay-System.html\)](https://www.jsblbank.com//Encyc/2023/12/Positive-Pay-System.html)

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- [Useful Links \(https://www.jsblbank.com//Encyc/2019/5/29/informative-links.html\)](https://www.jsblbank.com//Encyc/2019/5/29/informative-links.html)

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- [Branch Contact Matrix \(https://www.jsblbank.com//Encyc/2019/5/28/Branch-List.html\)](https://www.jsblbank.com//Encyc/2019/5/28/Branch-List.html)

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- [Locker Locator](#)

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- [Service Charges \(https://www.jsblbank.com//Encyc/2019/5/28/Service-Charges.html\)](https://www.jsblbank.com//Encyc/2019/5/28/Service-Charges.html)

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- [Annual Reports \(https://www.jsblbank.com//Encyc/2021/4/26/Annual-Report.html\)](https://www.jsblbank.com//Encyc/2021/4/26/Annual-Report.html)

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- [Careers \(https://www.jsblbank.com/Encyc/2023/11/22/Experienced-Banker.html\)](https://www.jsblbank.com/Encyc/2023/11/22/Experienced-Banker.html)

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- [Complaints and Grievance \(https://www.jsblbank.com/contact-us/\)](https://www.jsblbank.com/contact-us/)

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- [Interest on Deposits \(https://www.jsblbank.com//Encyc/2019/5/27/Interest-Rate-Term-Deposits.html\)](https://www.jsblbank.com//Encyc/2019/5/27/Interest-Rate-Term-Deposits.html)

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- [Customer Service Policy \(https://www.jsblbank.com/encyc/2020/12/2/2\\_05\\_17\\_46\\_Customer-Service-Policy\\_1.pdf\)](https://www.jsblbank.com/encyc/2020/12/2/2_05_17_46_Customer-Service-Policy_1.pdf)

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- [Privacy Policy \(https://www.jsblbank.com/Encyc/2023/10/25/privacy-policy.html\)](https://www.jsblbank.com/Encyc/2023/10/25/privacy-policy.html)

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- [Customer Fraud Reporting \(https://www.jsblbank.com/p/reporting-fraud/\)](https://www.jsblbank.com/p/reporting-fraud/)

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- [Appointment \(https://www.jsblbank.com//Encyc/2021/10/14/bank-s-policy.html\)](https://www.jsblbank.com//Encyc/2021/10/14/bank-s-policy.html)

**ALERT :** All citizens are hereby informed that the Bank has not appointed or authorized any person to offer any loans or advance any facilities on its behalf. In case of any requirement of Banking services all citizens are requested to approach the nearest branch.

Mahabharti.in