



# JALGAON JANATA SAHAKARI BANK LTD., JALGAON

(Scheduled Bank)

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सब समाज को लिए साथ में आगे है बढ़ते जाना ।

Applications are invited for the Post of **Vigilance Officer**

**Location:** Head Office, Jalgaon.

**Employment Type:** Full-Time.

**Jalgaon Janata Sahakari Bank Ltd., Jalgaon** is a leading Scheduled Co-operative Bank with a proud legacy of 47 years, serving the North Maharashtra region. With a robust network of 43 branches across the districts of Jalgaon, Dhule, Nashik, Nandurbar, Thane, Aurangabad, Jalna, Buldhana, and Pune, the Bank manages a total business mix of over Rs. 3,600 Crores. We are committed to excellence, delivering innovative, transparent, and customer-centric banking services that inspire trust and long-term relationships.

## Position Overview

Bank is seeking to appoint a **Vigilance Officer** to strengthen its governance framework and ensure adherence the highest standards of integrity, compliance, and ethical conduct. This is a key leadership position responsible for overseeing the Bank's vigilance function, including proactive vigilance, investigation of frauds or irregularities, and promoting a transparent and accountable work culture. Reporting directly to Chief Executive Officer (with access to Chairman on vigilance matters).

## Key Responsibilities

### 1. Preventive Vigilance

- Identify areas of operational risk or vulnerability and recommend preventive measures.
- Promote a work culture based on transparency, accountability, and ethical behaviour.

### 2. Investigative Vigilance

- Receive, examine, and investigate complaints related to fraud, misconduct, corruption, or procedural violations.
- Liaise with internal audit, compliance, and disciplinary committees for fair and prompt investigation outcomes.

### 3. Corrective Action

- Recommend appropriate disciplinary or remedial measures based on investigation findings.
- Monitor follow-up actions and ensure thorough documentation.

### 4. Reporting & Compliance

- Submit periodic vigilance reports to the CEO and Chairman.
- Maintain a robust vigilance records and complaint tracking system.
- Ensure compliance with applicable regulatory and statutory vigilance norms.

### 5. Capacity Building

- Conduct training programs and awareness workshops on ethics, integrity, and vigilance practices.

- Develop and circulate guidelines, policies, and advisories to support good governance and fraud prevention.

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**Eligibility Criteria:**

- **Age Limit:** Preferably below 45 years as on 31/08/2025.
- **Educational Qualifications**
  - Postgraduate degree in Business Administration, Finance, Economics, Management, Chartered Accountancy (CA), or a related field; **or**
  - Chartered Accountant (CA), **MBA in Finance**, or **FRM** certification; **and/or**
  - Equivalent certifications in risk, compliance, or internal audit
- **Work Experience**
  - Minimum 10 years of experience in banking, audit, compliance, or risk management.
  - At least 4 years in higher or middle management roles.
- **Skills & Competencies**
  - Demonstrated record of integrity, impartiality, and discretion.
  - Sound knowledge of cooperative banking operations, internal controls, and regulatory compliance.
  - Preference will be given to candidates with prior vigilance or investigative experience.

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**How to Apply:**

Interested candidates may submit the online Application Form.

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**Last Date to Apply:** Within 15 days from the date of advertisement published in Newspaper.

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**Note:**

- Only shortlisted candidates will be contacted for the subsequent stages of the recruitment process.
- Bank reserves the right to modify or cancel the recruitment process at any stage without prior notice.
- The Bank reserves the right to reject any application without assigning any reason.
- Selection will be subject to verification of documents and background checks as per the Bank's policies.
- Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Jalgaon only.
- In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled, if any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.