

**UNION BANK RECRUITMENT PROJECT 2014-15 (Specialist Officer)
RECRUITMENT NOTIFICATION FOR SPECIALIST OFFICERS**

1. Union Bank of India, a leading listed Public Sector Bank with Head Office in Mumbai and having Pan India and Overseas presence, invites ON LINE applications for recruitment to the following posts.

POST CODE	POST	SCALE / GRADE	BASIC PAY SCALE* (Under Revision)	VACANCIES**
01	Economist	II	19400-700/1-20100-800/10-28100	2
02	Security Officer	I	14500-600/7-18700-700/2-20100-800/7-25700	40

*In addition, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank.

** The total number of vacancies is tentative and can be changed at sole discretion of the Bank.

Note: The selected candidates can be posted at any of the Bank's Branch / Office at its sole discretion. Hence, the candidates willing to work at any of the Bank's Branch / Office, should apply.

The reservation in the above noted vacancies**, which includes the Backlog of Reserved Vacancies for SC/ST/OBC will be as under:

Sr. No.	Scale	Scheduled Caste	Scheduled Tribe	Other Backward Classes	Unreserved	Total Vacancies
1.	II	Nil	1	Nil	1	2
2.	I	6	3	11	20	40

The Bank reserves its right to interchange the number of reserved vacancies in various categories as per Government Guidelines.

2. SCHEDULE OF EVENTS:

Start Date for making the payment of application fees/ intimation charges and ON LINE application.	21.04.2014
Last Date of making the payment of application fees/ intimation charges and ON LINE application.	05.05.2014
Tentative Date of written examination (If conducted).	Will be held in the month of June 2014

Note: Candidates are advised to apply only after carefully reading and understanding the contents of this notification.

3. ELIGIBILITY CRITERIA:

Candidates intending to apply should ensure that they fulfill the eligibility criteria specified by the Bank before applying.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the Post. However, merely applying for / appearing for and/or qualifying in the written examination and/or in the subsequent processes does not imply that a candidate will necessarily be eligible for employment / confer right on him /her for appointment in the Bank.

(A) Nationality / Citizenship:

A candidate must be either

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who migrated to India before 1st January 1962, with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India,

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India before the date of this notification.

(B) Age, Educational Qualification and Post Qualification Work Experience (As of 31.12.2013):

POSTCODE 01: 02 Vacancies of Economists (MMGS-II)

Age:

Minimum 21 and Maximum 35.

Educational Qualifications:

A Graduate Degree in any discipline with 60% marks (55% for Reserved Category candidates - applicable to the posts reserved for them) from a University/Institution/Board recognized by Govt. Of India/approved by Govt. Regulatory Bodies.

And

A Post Graduate Degree in Economics / Econometrics with 55% marks (50% for Reserved Category candidates - applicable to the posts reserved for them) from a University/Institution/Board recognized by Govt. Of India/approved by Govt. Regulatory Bodies.

And

A Certificate for having completed a Course in Computer Awareness and Office Automation for duration of minimum 60 hours from a reputed Computer Training Institute, which will be waived where 'Computers' is a part of the curriculum at the Graduation / Post-Graduation Level.

Post Qualification Work Experience:

A minimum of 3 years Post-Qualification work experience as an Economist/ Economic Officer/ Research Officer / Economic Analyst or equivalent in Scheduled Commercial Bank/ Public Sector Undertaking / Private organization in financial sector including mutual funds, insurance companies, brokerage house etc.

Job Profile:

Tracking of Macroeconomic developments with focus on monetary and fiscal policies.
Study Sectoral trends in Banking, map these with Business of the Bank and provide decision support inputs. Prepare Banking reports explaining important trends in the Industry/ States/ Regions etc and recommend Strategies based on such Studies.
Preparation of Business Strategies of the Bank.
Balance Sheet Management. Study and Suggest right mix of Business in order to maximize Risk adjusted return in sync with Industry scenario and future trends.
Support Investor Relations team.
Analyses performance data of the Bank and some specific categories of branches in various business parameters (like Current Deposits, Savings Deposits, CASA, Total Deposits, Total Advances etc)
Assists in the preparation of various reports by obtaining data on different sectors of the economy from various databases as also parameters like inflation etc.

Selection Process:

Written Test and/or Group Discussion and / or Personal Interview.

POST CODE - 02: 40 Vacancies of Security Officer (JMGS-I)

Age:

Minimum 21 and Maximum 35.

Educational Qualifications:

A Graduate Degree in any discipline from a University/Institution/ Board recognized by Govt. Of India/approved by Govt. Regulatory Bodies.

AND

A Certificate for having completed a Course in Computer Awareness and Office Automation, which will be waived where 'Computers' is a part of the curriculum at the Graduation / Post-Graduation Level.

Post Qualification Work Experience:

Minimum 5 years as a Junior Commissioned Officer in the Indian Army or equivalent ranks in the Indian Air Force and Indian Navy.

OR

Minimum 5 years as a Police Officer not below the rank of Inspector.

OR

Minimum 5 years as an Officer of identical ranks in paramilitary forces.

Job Profile:

The Officer will be responsible to maintain the Bank Security systems, procedures and security Manpower in a state of high efficiency as per instructions / directions within the framework of the Banks policy.

Selection Process:

Written Test and/or Group Discussion and / or Personal Interview.

Educational Qualifications:

The date of passing the examination, which is reckoned for eligibility, will be the date appearing on the mark sheet/passing certificate. Candidates should indicate the percentage calculated to the nearest two decimals in the online application. Where CGPA/SGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application.

Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honors/optional/additional optional subjects, if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honors marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

Post-Qualification Work Experience:

For post code 01 and 02, where post qualification work experience is essential, it should be full time and relevant to the post applied for. The experience as a permanent employee will only be considered. The candidate will ensure to provide the proof of the claimed work experience. Candidates claiming to have work experience should ensure that they submit documentary proof, i.e. Work Experience Certificates, whenever required by the Bank. The certificate(s) for the period given in the Application should be issued on the prescribed format (The prescribed format of Experience certificate is available as Annexure II with this notification) under signatures of the Competent Authority of the respective employers, clearly stating the period, Post(s) held and nature of duties performed by them. Copies of Appointment Letters, Salary Certificates, Pay slip etc will not be accepted in lieu of work experience certificate and the candidate will not be allowed to participate in the process and his candidature can be cancelled at any stage, even after appointment.

(C) Relaxation in upper age limit:

Sr. No.	Category	Age relaxation
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons with Disability (PWD)	10 years
4	Ex-Servicemen, Commissioned Officers including ECO's/SSCO'S who have rendered at least 5 years military service and have been released on completion of assignment (Including those, whose assignment is due to be completed within the next one year from the date of notification) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
5	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

Note:

- (a) The maximum age limit specified above in point (B) is applicable to General Category Candidates.
- (b) In case of a candidate, who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above, subject to a maximum age limit of 50 years.
- (c) Candidates belonging to OBC category but coming under creamy layer are not entitled to the benefits of OBC reservation. They should indicate their category as "General", while filing online application.
- (d) Ex-servicemen candidates who have already secured employment under the Central Government in group 'C' and 'D' will be permitted the benefit of age relaxation as prescribed for Ex-servicemen for securing another employment in a higher grade or cadre in group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen.

An Ex-serviceman, who has once joined in a Government job on the civil side after availing the benefits given to him/her as an Ex-Serviceman for his/her re-employment, his/her Ex-serviceman status for the purpose of re-employment in Government job ceases.

DEFINITION OF PERSONS WITH DISABILITIES:

Under section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, only such persons would be eligible for reservation, who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disability are eligible to apply:

i) OC - Orthopedically Challenged

Those Orthopedically Challenged (OC) candidates, who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply.

BL - Both Legs Affected but not Arms;

OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia;

OL - One Leg Affected (Right or Left);

MW - Muscular Weakness and Limited Physical Endurance.

ii) HI - Deaf and Hearing Impaired

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear, understand sounds at all,

even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

iii) VC - Visually Challenged (Blind /Partially Blind /Low Vision)

Blindness refers to condition where a person suffers from any of the following conditions namely:

- (i) Total absence of sight,
- (ii) Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses,
- (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Low Vision means a person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Guidelines for Persons with Disability, using a Scribe:

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their own cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- The scribe should be from an academic stream different from the candidate.
- Both the candidate as well as the Scribe will have to give a suitable undertaking confirming that the Scribe fulfills all the above stipulated eligibility criteria. Further, in case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination, if conducted.
- Candidates who use a Scribe will be eligible for compensatory time @ 20 minutes for every one hour of the examination.

Guidelines for candidates with Locomotor Disability and Cerebral Palsy:

If any candidate has locomotor disability and cerebral palsy, where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Minimum of 40% impairment), he/she may be given compensatory time of 20 minutes for every hour of examination. However, no scribe shall be permitted to such candidates.

Guidelines for Visually Impaired Candidates:

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to visually impaired candidates, who use the services of a scribe for the examination. Compensatory time @ 20 minutes for every one hour of the examination will be available to visually impaired using magnified font.

Guidelines are subject to change in terms of Govt. Of India guidelines/clarifications, if any, from time to time.

4. PROBATION PERIOD:

The selected candidates will be on Probation for a period of 2 years of active service from the date of his/her joining the Bank.

5. SERVICE INDEMNITY BOND:

The selected candidates will be required to execute a Service Indemnity Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of Rs.250000.00 (Rs. Two Lac Fifty Thousand Only) in case he/she leaves the Bank before the completion of the 3 years service period.

6. SELECTION PROCESS:

The selection process may comprise of Written Examination and/or Group Discussion and/or Personal Interview. The Bank reserves the absolute right to decide as to whether to hold all or any of the below mentioned modes for selection of the candidates to the respective posts. The Bank also reserves the right to alter the structure of the written examination.

(a) Written examination / test:

The structure of the Written Examination, if conducted, will be as follows:

Sr. No.	Name of the Tests	No. of Questions and Maximum Marks
1.	Reasoning	50 questions carrying 25 marks
2.	Quantitative Aptitude*	50 questions carrying 50 marks.
3.	Professional knowledge relevant to the post.	50 questions carrying 100 marks.
4.	English Language	50 questions carrying 25 marks
Total Duration of Examination will be of 150 minutes		Total 200 Questions carrying 200 Marks.

**For the post of Security Officers, instead of Quantitative Aptitude, there will be a test on General Awareness with special reference to Banking Industry of 50 questions carrying 50 marks.*

The above tests except the test of English language will be available bilingually i.e. English and Hindi.

Penalty for wrong Answers:

There will be penalty for wrong answers marked in the objective test. For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

(b) Group Discussion (GD):

A Group Discussion, if conducted, shall carry 50 marks and shall be held to assess the candidate's presentation skills, leadership qualities, inter-personal qualities, team spirit, etc. The minimum qualifying marks for the Group Discussion would be 50% marks (45% for Reserved Category Candidates). Candidates not securing the minimum qualifying marks in the Group Discussion will be disqualified for selection at this stage itself.

(c) Personal Interview:

A Personal Interview of 50 marks shall be conducted to assess the candidates' academic record, power of expression, clarity of thought, qualities of leadership, extracurricular activities, hobbies, general demeanor, behavior, communication skills, suitability for the post, etc. The minimum qualifying marks for the Personal Interview would be 50% marks (45% marks for Reserved Category Candidates). Candidates not securing the minimum qualifying marks in the Personal Interview will be disqualified for selection.

7. SELECTION METHODOLOGY:

- I. If the Bank so decides, all applicants may be administered a Written Test without verification of their age or qualification or category or any other eligibility criteria with relevance to documents purely on a provisional basis, on the strength of the information provided by them in the On-Line Application. The candidates must, therefore, ensure that they fulfill all the eligibility criteria, have possession of the requisite documents/certificates specified by the Bank, and that the particulars furnished in the On-Line Application are complete, true and correct in all respects. Mere admission to the Written Test and / or Passing the Test and/or being invited by the Bank for the GD and/or Personal Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility.
- II. The candidate shall be required to qualify in each Test, as per cut-off marks determined by the Bank on the basis of Performance in each test, subject to minimum marks in the aggregate of 200 marks which will be determined by the Bank based on the performance in the written test and the number of Vacancies.
- III. Generally, depending on the number of vacancies, only those candidates who have secured the minimum category-wise and subject-wise cut-off marks to be decided for Written Test and rank sufficiently high in the order of merit based on the total marks scored in the

Written Test shall be called for a Personal Interview in the ratio of 1:3 for General / Unreserved Candidates and 1:5 in case of candidates belonging to the Reserved Categories. In other words generally, for every single post, 3 General and 5 Reserved Category candidates respectively would be called for the Personal Interview depending upon their ranking as per the marks obtained by them. However, the Bank reserves its right to call for the Interview candidates otherwise than in the above ratio at its sole discretion.

- IV. The short-listing of the candidates for the GD and/or Personal Interview will be made on the basis of the candidate's performance in a Written Test, if conducted, as spelt out above in this Notification. Candidates may also be called directly for GD and/or Personal Interview, depending upon the number of application received. The Bank reserves its right to call any number of candidates for the GD and/or Personal Interview at its sole discretion.
- V. After the selection process, the candidates will be ranked in a descending order on the basis of the aggregate marks obtained in the Written Test and/ or Personal Interview and/or GD under the respective SC / ST / OBC / GEN Category.
- VI. Subject to the vacancies available under the respective Category, only those candidates, who pass the Written Test, if conducted, as well as the Personal Interview and/ or GD will be short-listed for selection in the order of the Merit / Rank obtained by them under the respective Category.

8. EXAMINATION CENTRES:

The written examination, if conducted, will be tentatively held in the month of June 2014 at the examination centres indicated below.

(a) Bengaluru (b) Delhi (c) Kolkata (d) Lucknow (e) Mumbai.

However, the Bank reserves its right to allot the examination centres at its sole discretion depending upon the geographical spread of the number of applications received for the post. The full address of the Examination Venue and the Examination Date will be advised in the Examination Call Letters, which will be issued in case the Bank decides to hold the written examination. In case the written examination is conducted, the call letters can be downloaded from the Bank's website 'www.unionbankofindia.co.in' under "Careers" link.

Note: Request for change in allotted examination centre will not be entertained. The Bank reserves the right to allot the candidate any Center, to prepone/postpone/reschedule the Written Examination Dates and/or to add to or delete or modify/change the Examination Centre and the Venues and/or to cancel the Written Examination without assigning any reason.

9. HOW TO APPLY:

The candidates can apply only for one post. The applications of candidates applying for more than one post and / or submitting Multiple Applications/Registrations for the same post will be summarily rejected and the application fee/ intimation charges will be forfeited. The candidates can apply only online from 21.04.2014 to 05.05.2014 (both days inclusive) and no other mode of application will be accepted.

Pre-Requisite for applying online:

Before applying online, candidates should:

- I. Scan their photograph and signature ensuring that both the photograph and signature conform to the required specification given in Annexure-I to this Notification.
- II. Keep the necessary details of educational Qualification, Post qualification work experience and other personal details ready for entering in the online application.
- III. Have a valid personal email ID, which should be kept alive for entire duration of the recruitment project. Under no circumstance, a candidate should share with/mention email ID to/of any other person. In case a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online and must maintain that email account. Third party email ID is not permitted.

Non-refundable Application fees/Intimation Charges (payable only through online mode):

Category of Applicant	Amount Payable
GEN and OBC	Rs.600.00 (application fees)
ALL OTHERS	Rs.100.00 (intimation charges)

Bank Transaction charges, if any, for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

Note: Payment of application fees by any other mode except online will not be accepted. Instruments like Demand Draft / Banker's cheque / Indian postal orders received towards payment of application fees/ intimation charges will not be accepted under any circumstance. Application fees/Intimation Charges are non-refundable and once paid will not be refunded on any account nor can be held for in reserve for any other examination or selection.

Procedure for applying online:

- (1) Candidates are required to go to the Bank's website "www.unionbankofindia.co.in" and click on the link "Recruitment" under "Career" page to access the Recruitment Notification titled "**UNION BANK RECRUITMENT PROJECT 2014-15 (Specialist Officer) - Link for Notification and Online Application**".
- (2) Eligible candidates are then required to click on the link given at the end of notification for the online application form.
- (3) Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (4) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (5) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (6) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (7) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (8) If the online transaction has been successfully completed, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (9) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- (10) On successful completion of the transaction, an e-receipt will be generated.
- (11) Candidates are required to take a printout of the e-receipt and the submitted online application form.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission. **The registration at this stage is provisional. After online payment no edit of the details in the online application form is possible.**

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.

- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line, including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/ Banks.

10. Important Note:

Please note that all the particulars mentioned by the applicants in the online applications, including Name, Post Applied, Category, Date of Birth, Address, Mobile number, Email ID, Post qualification experience etc. will be considered final and no modification will be allowed after online submission. The Bank will not be responsible for any consequence arising out of furnishing of incorrect / incomplete details in the application or omission to provide the required details.

The Bank will not be responsible if the candidate is not able to submit the application within the last date on account of any reason. The candidates are, therefore, advised in their own interest to apply well in time.

Any information submitted by an applicant in his/her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/detail furnished by him/her is found to be false at any stage.

Note: An application once made will not be allowed to be withdrawn and the fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection. Therefore, before applying on-line for the post the candidate should ensure that he /she fulfils each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.

11. APPLICATIONS FROM SERVING EMPLOYEES:

Subject to their fulfilling the eligibility criteria, existing employees of Union Bank of India may apply through proper channel (HR Departments of the Regional Office/ Field General Manager's Office under whose jurisdiction they work). Such candidates, if selected, shall resign from their present positions in the Bank and re-join the Bank's service afresh.

12. GENERAL INSTRUCTIONS:

- (a) The candidate should ensure that he / she fulfils the eligibility criteria and other norms, including being in possession of documents specified in this notification before applying for any post.
- (b) The Bank will be free to reject any application at any stage of the process. The decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false/incomplete information or has concealed or 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 shall be summarily terminated without notice.
- (c) The candidate should produce System Generated Application Form and all the prescribed documents in original along with one set of photocopies, in support of his/her eligibility as per this notification, if invited for the Group Discussion and /or Personal Interview. Candidates failing to produce the Original Documents for verification will not be permitted to participate in the process and their candidature shall stand cancelled.
- (d) The candidates claiming benefit of age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should submit a clear and legible copy of the Medical Certificate issued by Competent Authority as specified in "The Persons with

Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995" in support of their disability. The prescribed format is available on the Bank's website, which, if needed, may be printed and made use of.

- (e) The candidates belonging to SC/ST Category should submit a photocopy of their Caste Certificate issued by the Competent Authority in the format prescribed by the Central Government of India, Dept. of Personnel and Training, Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 and No.36036/8/98-Estt. (Res.) dated 16.03.1999. The prescribed format of the SC / ST Caste Certificate is available on the Bank's website, which, if needed, may be printed and made use of. The candidates who fail to produce the certificates will not be allowed to participate in the process.
- (f) The Other Backward Class (OBC) Certificate to be submitted by OBC Candidates should be on the Format prescribed by the Government of India vide Government of India, Dept. of Personnel and Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997 entitled "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" and should invariably contain the 'CREAMY / NON-CREAMY LAYER' CLAUSE based on the income for the financial year 2012-2013, i.e., as of 31.03.2013. The certificate should be issued on or after 01.04.2013. The prescribed format of the OBC Certificate is available on the Bank's website, which, if needed, may be printed and made use of. The OBC certificates not on the prescribed format and/or without the creamy / non creamy layer clause, will not be accepted and the applicant's candidature will be cancelled, who will also not be permitted to participate under the General / unreserved category.
- (g) The candidates serving in the Government / Public Sector Undertakings (including banks and Financial Institutions) should submit a "No Objection Certificate" from the employer.
- (h) Candidates should ensure that they keep with themselves (and not attach with the System Generated Application Form) sufficient number of copies of the photograph uploaded by them on the Application Form for future use in the recruitment process. They are also advised not to change their appearance till the recruitment process is complete.
- (i) The candidates will appear for the written examination *and/or Group Discussion and/or Personal Interview*, etc. at the allotted centers at their own cost and risk and the Bank will not be responsible for any injury/loss, etc. of any nature. However, the eligible outstation SC/ST and Physically Challenged candidates attending the interview will be reimbursed to and fro Second Class Rail/Ordinary State Transport Bus fare by the shortest route on production of satisfactory evidence of travel along with an application in this regard.
- (j) The Bank may, at its discretion, hold a re-examination wherever necessary in respect of a centre/venue/specific candidate(s).
- (k) The use of calculator, telephone and mobile phone of any kind, pagers or any other such instruments are not permitted during the written examination. The candidates are advised not to bring such gadgets as these will not be allowed inside the venue.
- (l) Only those candidates who on the basis of the information given in the On-Line Application Form (1) prima facie meet with the eligibility criteria and (2) cleared Written Examination and/or (3) short-listed for appearing in the Group Discussion and/or Personal Interview will be individually intimated at the Communication address furnished by them in the on line Application Form. A List of all such candidates will also be posted on the Bank's website 'www.unionbankofindia.co.in' under the link "Recruitment".
- (m) The candidates are advised to keep track of status of their applications from the Bank's website. The personal and/or telephonic and/or e-mail or postal enquiries will not be entertained/responded to.
- (n) While every attempt will be made to ensure that the intimation to the eligible candidates short listed for attending the Group Discussion and/or Personal Interview, is sent sufficiently in advance, the Bank will not be responsible for any delay in receiving the intimation by the candidate for any reason whatsoever. The applicants are, therefore,

advised to keep a track of the status of their candidature by visiting the Banks website from time to time.

- (o) Selected candidates, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate/relieving letter from their present employer before joining the service.
- (p) Appointment of the short-listed / selected candidate is subject to his / her completing the prescribed pre-recruitment Medical Examination and being declared medically fit by Bank's approved Doctor/Medical Centre.
- (q) The appointment will be subject to executing a Service Indemnity Bond by the candidate.
- (r) The appointment will also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste/class verification (all or any of which may be done even after the candidate provisionally joins the Bank, but before his confirmation in the Bank's service), and compliance of the rules and regulations of the Bank.
- (s) Canvassing in any form by a candidate will lead to his/her disqualification in the selection process.
- (t) Candidate should ensure that the signatures appended by him/her in all the places, viz. in his/her application form, call letter, attendance sheet etc and in all correspondence with the Bank in future are identical.
- (u) The Bank reserves the right to alter, modify or change the eligibility criteria and/or any of the other terms and conditions spelt out in this Notification.
- (v) The Bank also reserves the right to scrap the entire process or any of the vacancies of the process at any stage.
- (w) In case of any dispute on account of interpretation in version other than English, the English version will prevail.
- (x) Any dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any false, tampered or fabricated particulars and should not suppress any material information while submitting online application.

If a candidate is (or has been) found guilty of any of the following at the time of *Written Test and / or Group Discussion and / or Personal Interview*,

- I. Using unfair means during the selection process, or
- II. Impersonating or procuring impersonation by any person, or
- III. Misbehaving or
- IV. Resorting to any irregular or improper means in connection with his / her candidature, including resorting to canvassing his candidature, or
- V. obtaining support for his/her candidature, by any means

such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable to be:

- I. Disqualified from the selection process for which he / she is a candidate;
- II. Debarred either permanently or for a specified period from any examination or recruitment conducted by the Bank.
- III. Terminated from the services without notice, if he/she has already joined the Bank.

NOTE: The Bank will be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred/concluded that the responses have

been shared and the scores obtained are not genuine / valid, the Bank reserves right to cancel the candidature of concerned candidates.

IDENTITY VERIFICATION AT THE TIME OF WRITTEN EXAMINATION, IF CONDUCTED AND/OR GROUP DISCUSSION AND /OR PERSONAL INTERVIEW:

The identity of the candidates will be verified and it should be as per his /her details given on the online application form, call letter and in the attendance list. The candidates should produce photo identity, such as PAN Card/ Passport/ Driving License/ Voters Card/ Bank Passbook with photograph/ Aadhar Card, for verification by the Invigilator / Concerned Official of the Bank and submit the original call letter, copy of photo ID and copy of fee payment receipt. If the identity of the candidate is in doubt, the candidate will not be allowed to appear in the selection process. The decision of the Bank in this regard will be final.

NOTE: Candidates are advised to keep themselves regularly updated about the alerts/communication regarding the selection process through the website www.unionbankofindia.com.

DATED: 03.04.2014
PLACE : MUMBAI

Sd/-
GENERAL MANAGER (HR)

Guidelines for scanning and Upload of Photograph and Signature

Before applying online the candidate should have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

Photograph Image:

- Photograph should camera facing, recent passport size colour picture against a light colored, preferably white, background. The face should be clearly visible. No head gear, except religious like turbans, and sunglasses are permitted.
- Face should cover 80% of the photograph.
- Dimensions of the photograph should be preferably 200 x 230 pixels
- Size of file should be between 20 kb - 50 kb only

Signature Image:

- The signature should be made on white paper with Black Ink pen.
- The signature should be made only by the applicant.
- The signature will be used on the Application Form, Hall Ticket and wherever necessary.
- If the Applicant's signature does not match with uploaded application form, the applicant will be disqualified and his/her candidature cancelled at any stage.
- Dimensions of the signature file should be 140 x 60 pixels (preferred)
- The size of file should be between 10 kb - 20 kb only

Scanning the photograph and signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- Set File Size as specified above
- The image file should be JPG or JPEG format.
- If the file size and format are not as per prescribed criteria, an error message will be displayed.

A link will be provided in the Online Application Form to upload photograph and signature.

Procedure for Uploading the Photograph and Signature:

There will be two separate links for uploading Photograph and Signature

- Click on the respective link "Upload Photograph/ Signature"
- Browse and Select the location where the Scanned Photograph/ Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/ Upload' button

The Online Application will not be registered unless photograph and signature are uploaded as specified above.

Note:

- i. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- ii. After registering online candidates are advised to take printouts of their system generated online application forms.
- iii. In case the uploaded photograph or signature is not clear, the candidate may edit his/her application and upload his/her photograph or signature once again.

FORMAT OF EXPERIENCE CERTIFICATE

(ON LETTER HEAD OF THE COMPANY/ORGANIZATION)

This is to certify that Shri/ Smt/ Kumari Joined the services of this organization as..... (Designation/post held) on..... (Date of joining). It is confirmed that the said post belongs to Officer/ Managerial cadre. His /her subsequent promotions, with period of service, if any, are as under. (List out).

Period From	Period To	Designation	Nature of performed duties (Clearly define the duties relating to the applied post as mentioned in the recruitment notification)

Name.....

Designation and Department.....

Rubber Stamp

Date:
Place:

Note: The certificate on the above format should be issued by the competent authority on the letterhead of the company/ organization and a copy of offer letter from the said company/ organization should be attached.

[Click here to Apply Online](#)