

UNION BANK RECRUITMENT PROJECT - 2013 SPECIALIST OFFICER
RECRUITMENT NOTIFICATION

Union Bank of India, Leading Listed Public Sector Bank with Head Office in Mumbai and all India representation invites ON-LINE Applications for recruitment to the following posts.

INCLUDES THE BACKLOG RESERVED VACANCIES FOR SC/ST/ OBC AND FOR PERSONS WITH DISABILITIES.

[PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE ON-LINE APPLICATION]
{PAY APPLICATION FEES AT ANY UNION BANK OF INDIA BRANCH BEFORE APPLYING ON-LINE}

CASH PAYMENT OF FEES

(for General & OBC Category Candidates as Application Fees) : Rs.250/-

(for others as Intimation charges) : Rs. 50/-

AT ANY UNION BANK OF INDIA BRANCH ACROSS INDIA

[Print this Entire Notification. APPLICATION FEE PAYMENT CHALLAN ON Page 24 of this Notification.]

OPENING DATE for making ON-LINE Applications and Payment of Fees : 03.04.2013

LAST DATE for making ON-LINE Applications and Payment of Fees : 23.04.2013

[Choose Link to appropriate On-Line Application Form, available on the Banks website.

1: (a) NAME OF THE POST:

| POST CODE | POST | SCALE / GRADE | TOTAL NO. OF VACANCIES | AGE (As on 01.02.2013) |
|-----------|----------------------------|---------------|------------------------|-----------------------------|
| 01 | Asst. General Manager (IT) | V | 01 | Minimum 21 and Maximum 45 |
| 02 | Chief Manager (IT-Network) | IV | 01 | Minimum 21 and Maximum 43 * |
| 03 | Senior Manager(IT-Network) | III | 01 | Minimum 21 and Maximum 40 # |
| 04 | Credit Officers---MMGS-III | III | 336 | Minimum 21 and Maximum 40 # |
| 05 | Printing Technologist | III | 01 | Minimum 21 and Maximum 40 # |
| 06 | Security Officer | II | 06 | Min.21 & Max.50* |
| 07 | Company Secretary | II | 01 | Min.21 & Max.35# |

| | | | | |
|----|------------|----|----|------------------|
| 08 | Economists | II | 02 | Min.21 & Max.35# |
|----|------------|----|----|------------------|

* Maximum Age, inclusive of relaxation for Reserved (SC / ST / OBC/PWD/EXM) Category.

Maximum Age, exclusive of relaxation for Reserved (SC / ST / OBC/PWD/EXM) Category.

The selection process may involve ONLINE/OFFLINE written Test &/ or Psychometric test &/ or Group Discussion &/ or a Personal Interview. The Bank reserves the absolute right to decide as to whether to hold all or any of the modes of Written Test &/ or Psychometric test &/ or Group Discussion &/ or Personal Interview for selection of the candidates to the respective post. The Bank also reserves the right to alter the structure of the written examination depending upon factors like number of eligible applications, etc.

Candidates are allowed to apply for only one post. The applications of candidates applying for more than one post will be summarily rejected. Multiple Applications/Registrations will be summarily rejected and the application fee/ intimation charges forfeited.

Notes:

2 : ABBREVIATIONS & DEFINITIONS :

1. Category of Persons:

GEN (UR) - General (Unreserved); SC - Scheduled Caste; ST - Scheduled Tribe;

OBC - Other Backward Classes; XSM - Ex-Servicemen

PWD - Persons With Disabilities (Physically Challenged Persons) are persons who are:

OC - Orthopaedically Challenged; HI - Hearing Impaired;

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

2. An Orthopaedically Challenged (OC) person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. 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 & Limited Physical Endurance.

3. Visually Challenged (VC) (a) only those persons who suffer from either of the following conditions:

(i) Total absence of sight,

(ii) Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, or

(iii) Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board appointed by the State Government.

(b) A person with Low Vision means one 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.

4. **Deaf & Hearing Impaired (HI):** (a) 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 and understand sounds at all - even with amplified speech.

(b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

If any candidate has locomotor disability and cerebral palsy where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Maximum of 40% impairment), he/she may be given extra time of 20 minutes for every hour of examination even if he/she is not taking the services of a scribe.

5. **Use of a Scribe / Paper Writer:**

A SCRIBE / PAPER WRITER, to write the written test / examination, on behalf of a Visually Challenged (VC) [Blind] candidate & an orthopedically Challenged (OC) candidate [whose writing speed is affected by Cerebral Palsy], may be used. In all such cases where a Scribe is used, the following rules will apply:

1. The candidate will have to arrange his / her own Scribe at his / her own cost.
2. He / she should be from an academic discipline / stream different from that of the candidate.
3. The academic qualification of the Scribe should be one grade lower than the eligibility criteria stipulated for the post, i.e., where the eligibility criteria stipulated is Graduation, the scribe's qualification should not be more than HSC / XIIth / PUC. Both the candidate as well as the Scribe will have to give a suitable undertaking confirming that the Scribe fulfils all the above stipulated eligibility criteria. 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.
4. Candidates who use a Scribe will be eligible for extra time @ 20 minutes for every one hour of the examination.

3 : RESERVATION IN POSTS :

| S.No. | Grade / Scale | SC | ST | OBC | UR | TOTAL | PWD-VI* | PWD-HI* | PWD-OC* |
|-------|---------------|-----|-----|-----|-----|-------|---------|---------|---------|
| 1 | V | Nil | Nil | Nil | 01 | 01 | Nil | Nil | Nil |
| 2 | IV | Nil | Nil | 01 | Nil | 01 | Nil | Nil | Nil |
| 3 | III | 70 | 39 | 114 | 115 | 338 | 03 | 03 | 03 |
| 4 | II | 02 | 01 | 03 | 03 | 09 | 01 | 01 | 01 |

**As the Reservation for Persons With Disabilities (PWD) Category candidates is on a horizontal basis, the selected candidates will be placed in the appropriate category to which they belong (viz. SC, ST, OBC, and General).*

- (a) Candidates belonging to and applying for a post under the **Reserved OBC Category** are required to submit a Certificate regarding his / her "Community" in the prescribed format **"FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA"** (*Format available on Bank's website along with this Notification*) and the Certificate should contain the **"NON-CREAMY LAYER CLAUSE" based on the Income for the Financial Year ending 31.03.2012 or later.** Candidates not producing the above certificate will not be considered under the OBC Category.
- (b) The number of vacancies indicated above and also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- (c) In case of non-availability of reserved candidates, the Bank reserves its right to inter-change these categories as per Government Directives.
- (d) It is clarified that it may not be possible to employ candidates belonging to PWD Category in all Offices/Branches of the Bank and they will have to work in the post Identified by the Bank as suitable for them.
- (e) The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches / Offices, anywhere in India.

4 : RELAXATION IN UPPER AGE LIMIT :

The Minimum & Maximum Age will be reckoned as on 01/02/2013.

Relaxation in the Upper Age Limit for reserved posts will be available as follows:

- i) Scheduled Caste / Scheduled Tribe candidates by 5 years.
- ii) Other Backward Classes candidates by 3 years.
- iii) Persons with Disability (PWD) by 10 years on cumulative basis. The cumulative age relaxation for PWD category candidates will therefore be (a) by 15 years (10 + 5) for SC/ST; (b) by 13 years (10 + 3) for OBC; and (c) by 10 years (0 + 10) for General Candidates, subject to such cumulative relaxation not taking the age of the candidate to beyond 50 years as on the date of his joining the service of the Bank.
- iv) In the case of Ex-Servicemen and 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 last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid, by 5 years for selection through written test & interview and by 3 years plus period of service in armed forces for selection through interview only, subject to his not exceeding the age of 50 years.

ELIGIBILITY CRITERIA (As on 01/02/2013):

(i) 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 came over to India before 1st Jan. 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) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination &/or interview

but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

(ii) 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 Nodal Regional / 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. For those under Indemnity Service Bond obligations, the remaining incomplete service period contained in the Indemnity Service Bond earlier executed and subsisting will be carried over and added to the new employment.

(iii) Age : The Minimum and Maximum Age, including the Age with Relaxation, will be reckoned as on 01/02/2013 :

(iv) Educational Qualifications & Post-Qualification Work Experience (as on 01/02/2013):

The Educational Qualifications prescribed for the post is the MINIMUM.

When called for the Personal Interview, the candidate MUST ATTACH TO THE SYSTEM GENERATED PRINTED ON-LINE APPLICATION FORM, PROOF by way of clear and legible photocopies of (a) UNIVERSITY FINAL DEGREE PASSING (CONVOCATION) CERTIFICATE. (Provisional Degree Passing Certificate will be accepted only in case of those candidates who have passed the Degree Final Examination during the last 1 year, i.e., after the academic year 2011-2012 and the University has not conferred the Degree on the applicant) (b) YEAR-WISE / SEMESTER-WISE MARK SHEET FOR EACH YEAR / SEMESTER IN RESPECT OF EACH OF THE EXAMINATIONS PASSED from the concerned College & University, AND (c) COMPUTER COURSE PASSING CERTIFICATE in support of the stipulation of having completed the Computer Awareness & Office Automation Course for duration of minimum 60 hours. The requirement of having completed the Computer Awareness & Automation Course will be waived in case of those Graduates having Computer Awareness or Knowledge as part of the curriculum at the Degree level and this fact should be indicated in the Application Form and also evidenced by an duly highlighted entry of the subject in the relevant Mark Sheet.

THE CANDIDATURE OF CANDIDATES NOT FULFILLING THE ABOVE CRITERIA WILL BE SUMMARILY REJECTED AND THEY WILL NOT BE PERMITTED TO PARTICIPATE IN THE PERSONAL INTERVIEW AND FURTHER SELECTION PROCESS, EVEN THOUGH THEY MAY HAVE PASSED THE WRITTEN EXAMINATION.

(i) The Percentage of Marks stipulated for the Educational Qualification for each Post is for General Category Candidates. Candidates belonging to the Reserved Category (SC / ST / OBC / PWD/), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% Marks, unless stipulated otherwise in the notification, in relation to that stipulated for General Category Candidates. Candidates belonging to SC / ST / OBC / PWD Categories, filling in "General / Unreserved" Vacancies will not be entitled to the above referred relaxation.

(ii) For posts where Work Experience is essential / desirable, it should be full time, Relevant to the post applied for, and should be post-qualification, i.e., it will be counted from the date of acquiring the prescribed qualification till

01/02/2013(inclusive). The candidate will ensure to provide proof of having the work experience claiming to have possessed.

6: POST-WISE ELIGIBILITY CRITERIA (as on 01/02/2013) :

POST CODE 01: 01 Vacancy of Asst. General Manager (IT)

Educational Qualifications:

(1) Should be a M.Tech/B.Tech/B.E/(Computer Science/Electronics/ Electronics and Communication) from a UGC recognized University / AICTE **approved** Institution with minimum 60% marks in the final year of Graduate Degree course.

(2) Should possess atleast one of the following Certificates;

- (a) CISA (Certified Information System Auditor)
- (b) CISM (Certified Information System Manager)
- (c) CISSP (Certified Information System Security Professional)

Work Experience:

Minimum 10 years, post qualification experience, in Information Security Management out of which atleast 3 years experience should be in BFSI domain, handling Information Security. Should have knowledge of defining and managing the enterprise information security, Risk and control programs, and Maintenance of Information Security policy etc.

Job Profile:

- Responsible for defining and managing the Enterprise Information Security, Risk and control Programs.
- Oversee the creation and maintenance of Information Security policies.
- Lead security risk assessment efforts, including Vulnerability assessment, Forensic assessment Etc.
- Information System Audit.
- IS Training programs for the Bank.

Selection Procedure:

Through a Psychometric test &/or Group Discussion & / or Personal Interview.

POST CODE 02: 01 Vacancy of Chief Manager (IT-Network)

Educational Qualifications: (1) Should be a M.Tech/B.Tech/B.E/(Computer Science/Electronics/ Electronics and Communication) / MCA from a UGC recognized University / AICTE **approved** Institution with minimum 60% marks .(55% for Reserved Category candidates) in the final year of Graduate Degree course.

and

(2) Certification in the networking Technology.

Work Experience:

Minimum 7 years , post qualification experience , in setting up/ maintenance of LAN and WAN

Using router and switches in an organization , experience in setting up / maintenance of SAN(Storage area network)

Job Profile:

- To expand , upgrade and maintain Wide Area Network, Mail messaging solution and video conferencing for the bank..
- Prepare RFP, float tenders and select vendors for expansion, up gradation, maintenance and monitoring of Bank's Wide area Network (media & equipment), Data Centre, and Disaster Recovery site network etc.
- Ensure network connectivity to all the new branches/ offices/ ATMs.
- Monitor network to achieve uptime as per defined SLAs
- Procure, manage, monitor and maintain mail messaging solution, video conferencing solution etc and also ensures timely up gradation of the equipment
- Implement projects like Unified Communication System, Digital Media Signage etc.
- Supervise the facility management services to achieve the objectives for each project
- Supervise vendor payments with respect to procurement, maintenance, up gradation of equipment
- Performs the role of a people manager by setting performance goals for direct reports and monitoring their performance, providing developmental guidance and direction as and when required

Selection Procedure:

Through a Psychometric test &/or Group Discussion & / or Personal Interview.

POST CODE 03: 01 Vacancy of Senior Manager (IT-Network)

Educational Qualifications: Should be a M.Tech/B.Tech/B.E/(Computer Science/Electronics/ Electronics and Communication/ MCA from a UGC recognized University / AICTE approved Institution with minimum 60% marks .(55% for Reserved Category candidates) in the final year of Graduate Degree course.

Certification in the Networking area (CCNA/CCNP) is desirable.

Work Experience:

Minimum 5 years post qualification experience in setting up/ maintenance of LAN and WAN
Using router and switches in an organization.

Job Profile:

- To ensure effective & efficient design, implementation, administration , management & monitoring of SLA and project management

- Manage the Bank's WAN and LAN network including DC and DR Site
- Coordinate with application owners for Disaster recovery drill.
- Assess network design for new requirements and timely implementation
- Monitor and assesses bandwidth requirement
- Coordinate with Information Security and external auditor for network audit and closing of Audit report
- Monitor uptime of the branch network including DC & DR as per SLA defined and take the necessary steps to improve the Uptime.
- Procure, manage, monitor and maintain mail messaging, video conference solution and also ensure timely up gradation of systems.
- Coordinate with vendors and Telecom Service provider for networking of new branches and maintaining the uptime
- Compliance of Regulatory and Banks guidelines

Selection Procedure:

Through a Psychometric test &/or Group Discussion & / or Personal Interview.

POST CODE 04 -336 Vacancies of Senior Manager Credit (MMGS - III)

Educational Qualifications:

Degree of a recognised University / AICTE approved Institution or equivalent with 60% marks in the final year of Graduate Degree course.(55% for Reserved Category candidates). For candidates who have acquired professional qualifications like C.A /I.C.W.A / C.S after completing std XII and without completing the Graduation, the requirement of minimum qualification of Graduation will be waived. Such candidates however, should have cleared the Inter exam of C.A /I.C.W.A / C.S course in maximum 2 attempts and the final exam in maximum 3 attempts.

and

A Certificate for having completed a Course in Computer Awareness & Office Automation (In Computer Basics , DOS, Office, Internet & E-Mail) for duration of minimum 60 hours from a reputed Computer Training Institute. This requirement will be waived in case of those Graduates / post Graduates where Computer Awareness or Knowledge was part of their Curriculum at the undergraduate / post graduate level.

Qualifications such as C.A /I.C.W.A / C.S / M.B.A/JAIB/ CAIB/Diploma in Banking & Finance (IIBF) or from AFC Institute of Management and Technology (AIMTEC) will be an added advantage.

Work Experience:

The candidate should be presently working in MMGS-II or equivalent i.e. one Scale above the entry level Scale applicable for Officer Cadre. He should possess a minimum of 5 years of working experience as an Officer in a PSU Bank / reputed Private Bank, of which atleast 3 years as Credit processing Officer and should have sound knowledge of Banking Industry and Financial Markets.

Job Profile:

- To perform Credit Analysis (Worthiness) and process Loan proposals.
- Inspect the Business Unit as well as the Bonofides of the prospective Barrower as a part of the Credit dispensation process.
- Conduct due diligence, compile and submit Credit worthiness reports to the competent authority.
- Process new / Renew Credit proposals in a timely manner and put forth comment /recommendations to appropriate authority as per Banks Loan policy guidelines.
- Attend to various queries raised by vetting/ recommending authority on Credit.
- Ensure compliance of data related to advance proposals and submission of reports to the Regional Office.
- Communicate Credit sanction status to the borrower. Obtain/renew security documents and ensure compliance to all stipulated terms and conditions prior to disbursal.
- Perform the role of a people manager by setting performance goals of subordinates and monitoring their performance.
- Providing developmental guidance and direction as and when required.

Selection Process:

Written Test & / or Psychometric test &/or Group Discussion & / or Personal Interview.

POST CODE 05 : 01 Vacancy of Printing Technologist (MMGS-III):

Educational Qualifications: A Graduate Degree in Printing Technology with 60% marks in the final year of Graduate Degree Course (55% for Reserved Category candidates) from a UGC recognized University / AICTE approved Institution.

and

A Certificate for having completed a Course in Computer Awareness & 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.

Work Experience:

The candidate should possess Minimum 10 years post qualification experience in Printing line/ Paper verification. He should possess knowledge of security features of MICR Cheque printing with CTS 2010 Standards. The candidate should be conversant with the different quality of paper used for printing including MICR cheque paper.

Job Profile:

- To manage security and non-security items to the Bank as per the requirements
- Scrutinizes the indents received and supplies stationery items as per requirements
- Prepares monthly expenditure statements and submitting it to authorities

- Maintains inventory register in order to ensure efficient management of stationery items
- Certification of items before making the payments for all printing and stationery items.
- Conduct physical verification of stock of MICR Cheque paper lying with Security printers and tallying the same with our record. Obtain stock verification certificates for security items such as multi-city cheques, emergency stock for non-personalized multi-city, MICR etc.
- Manages logistics for timely delivery of items
- Recovers cost of security items from the Branch on a bi-annual basis through POB
- Ensures timely submission of TDS and ETDS.
- Verification of Paper Quality. Costing / Estimation of printed items and preparation of printing specifications for various items.

Selection Process:

Written Test & / or Psychometric test &/or Group Discussion & / or Personal Interview.

POST CODE - 06 : 06 Vacancies of Security Officer (MMGS-II):

Educational Qualifications:

- (1) A Graduate Degree in any discipline with 60% marks in the final year of Graduate Degree Course (55% for Reserved Category candidates), from a UGC recognized University / AICTE Accredited Institution;
- and
- (2) A Certificate for having completed a Course in Computer Awareness & 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

Work Experience:

Minimum of 5 years' experience as an Officer in Indian Army not below the Rank of Captain and its equivalent rank in the Indian Navy, Indian Air force with minimum 5 years of commissioned service.

OR

An Officer of equivalent Rank and service in Police and Central Para Military forces /Central Police Organizations..

Job Profile:

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

Selection Process:

Written Test & / or Psychometric test &/or Group Discussion & / or Personal Interview.

POST CODE 07 - 01 Vacancy of Company Secretary (MMGS-II)**Educational Qualifications:**

A Graduate Degree with minimum 60% marks (55% for Reserved Category candidates) in the final year of Graduate course from a reputed UGC recognized/ AICTE approved University;

and

Associate Membership of the Institute of Company Secretaries of India (ACS)

and

A Certificate for having completed a Course in Computer Awareness & 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

Candidates possessing additional qualifications of Law (LL.B) & / or Chartered Accountancy (ACA) will be given preference.

Work Experience:

Post qualification experience of Minimum 3 years in investor Relations, Secretarial matters, Statutory Compliance etc. preferably in a Public Sector Bank or a reputed listed Public Limited Company.

Job Profile:

- To conduct meetings of Board, various Committees of the Board, and Meetings of Shareholders in compliance with various statutory and regulatory guidelines.
- To prepare Minutes of Meetings of the Board/ various Committees of the Board/ shareholders meetings.
- Compliance with Stock Exchanges as per the Listing Agreement.
- Liaison with Registrar & Transfer agent of the Bank for resolving shareholders grievances, Transfer of Shares, payment of Dividends etc.
- Maintenance of all statutory records.

Selection Process:

Written Test & / or Psychometric test &/or Group Discussion & / or Personal Interview.

POSTCODE 08: 02 Vacancy of Economists (MMGS-II).**Educational Qualifications:**

(1) A Post Graduate Degree in Economics / Econometrics with 50% marks in the final year of Post Graduation (45% for Reserved Category candidates), from a UGC recognized / AICTE Accredited University / Institution

And

(2) 55% marks in the final year of Graduation(50% for Reserved Category candidates), from a UGC recognized / AICTE Accredited University / Institution;

And

(3) A Certificate for having completed a Course in Computer Awareness & 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 .

Work Experience:

A minimum of 2 years' Post-Qualification work experience as an Economist Officer in a Commercial Bank or Financial Institution or Public Sector Undertaking.

Job Profile :

Tracking of Microeconomic developments with focus on monetary and fiscal policies.

Study Sectorial 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.

To analyze Branch performance data (for some specific categories of Branches) and provide inputs.

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 & / or Psychometric test &/or Group Discussion & / or Personal Interview.

NOTE : (A) The Educational Qualifications prescribed above for the posts is the MINIMUM. Candidates MUST POSSESS these qualifications as on 01/02/2013

(inclusive) and MUST ATTACH PROOF thereof, i.e., clear and legible photocopies of:

- (1) (a) HSC Passing Certificate and (b) University FINAL DEGREE Passing (CONVOCATION) Certificate for Graduate Candidates. (Provisional Degree Passing Certificate will be accepted only in case of those candidates who have passed the Degree Final Examination during the last 1 year, i.e, Academic year 2011-2012 and the University has not conferred the Degree on the applicant);
- (2) Year-wise / Semester-wise Mark sheet for each year / semester in respect of the Degree Examinations from the educational institution they have studied;
- (3) Computer Course Passing Certificate from a recognised Computer Training Institute in support of having completed the Computer Awareness & Office Automation Course. Candidates who have acquired Computer Awareness & Knowledge as part of the curriculum at the Degree level should indicate this fact in the application Form and also highlight the Computer subject in the relevant Mark Sheet, which should be attached to the application Form.

APPLICATIONS NOT FULFILLING THIS CRITERION AND NOT SUBMITTING PROOF AS STATED ABOVE WILL BE SUMMARILY REJECTED.

7. PROBATION PERIOD:

The selected candidate will be on Probation for a period of 24 months (2 years) of active service from the date of his / her joining the Bank.

8. SERVICE BOND :

The selected candidate will be required to execute a Service Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of Rs.250000.00 in case he / she leaves the Bank before the completion of the 3 year service period.

9 (a): SELECTION METHODOLOGY:

- (1) All applicants will be administered a Written Test, if held, without verification of their age or qualification, or category or any other eligibility criteria with relevance to documents, and will be on purely provisionally 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, has in his / her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the On-Line Application are true and correct in all respects. Mere admission to the Written Test and / or Passing the Test and being invited by the Bank for the Personal Interview &/ or Psychometric test &/or GD shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility.
- (2) The short-listing of the candidates for Personal Interview &/ or Psychometric test &/or GD will be made on the basis of the candidate's performance in a Written Test, if held, spelt out in Para 10(1) of this Notification.

- (3) The candidate shall be required to qualify in each Test spelt out in Para 10(1) of this Notification, as per cut-off marks determined by the Bank on the basis of Performance in each test, subject to a minimum marks in the aggregate of 250 marks which will be determined by the Bank based on the performance in the written test and the number of Vacancies.
- (4) Depending on the number of vacancies, only those candidates who have secured the minimum qualifying marks stipulated for Written Test &/ or Psychometric test &/or GD and rank sufficiently high in the order of merit based on the total marks scored in the Written Test &/ or Psychometric test &/or GD 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, 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. The Bank reserves its right to call for the Interview candidates otherwise than in the above ratio at its sole discretion.
- (5) Candidates passing the Personal Interview &/ or Psychometric test &/or GD will be ranked in a descending order on the basis of the aggregate marks obtained in the Written test &/ or Personal Interview &/ or Psychometric test &/or GD under the respective SC / ST / OBC / GEN Category.
- (6) Subject to the vacancies available under the respective Category, only those candidates who pass the Written Test as well as the Personal Interview &/ or Psychometric test &/or GD will be short-listed for selection in the order of the Merit Rank obtained by them under the respective Category.
- (7) In case it is detected at any stage that the candidate does not satisfy with the conditions stipulated or does not fulfill any of the eligibility criteria, and / or he / she has furnished any incorrect information and / or has suppressed any material information / fact(s) his / her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his / her services will be summarily terminated.
- (8) Appointment of the short-listed / selected candidate is subject to his / her being declared medically fit as per the requirement of the Bank. Such appointment and confirmation in the services of the Bank will also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste / class verification, execution of service bond and other compliances.

10 (I). **WRITTEN EXAMINATION / TEST** : The structure of the Written Examination , if held, is as follows:

| Sr. No. | Name of the Test Paper | No. of Questions & Marks |
|-------------------------------------------------------|------------------------------------------------------|-----------------------------------|
| 1. | Test of Reasoning | 50 questions carrying 50 marks |
| 2. | Test of Quantitative Aptitude | 50 questions carrying 50 marks. |
| 3. | Test of Professional knowledge relevant to the post. | 100 questions carrying 100 marks. |
| 4. | Test of English Language | 50 questions carrying 50 marks. |
| Duration of Examination will be of 150 minutes | | 250 Questions carrying 250 Marks. |

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

THERE WILL BE PENALTY @ ONE-FOURTH OR 0.25 OF THE MARKS ASSIGNED TO THAT QUESTION FOR WRONG ANSWERS MARKED IN ALL THE OBJECTIVE TEST, WHICH WILL RESULT IN NEGATIVE MARKS FOR EVERY WRONG ANSWER. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer.

(II) : **GROUP DISCUSSION.**

A Group Discussion, where conducted, shall carry 50 marks and shall be conducted 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 clearing the Group Discussion test will not be considered for Personal interview.

(III) : **PSYCHOMETRIC TEST.**

An ONLINE Psychometric test, where conducted, shall be held to assess the candidate's leadership qualities, inter-personal qualities, Team spirit, etc. The minimum qualifying marks for the Psychometric test would be 50% marks (45% for Reserved Category Candidates). Candidates not clearing the Psychometric test will not be considered for Personal interview.

(IV) : **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 clearing the Personal Interview will not be considered for final selection.

NOTE: The Bank reserves the absolute right to decide as to whether to hold all or any of the modes of Written Test & / or Group Discussion & /or Psychometric test & /or Personal Interview for selection of the candidates to the respective post. The Bank also reserves the right to alter the structure of the written examination depending upon factors like number of eligible applications, etc.

**11 WRITTEN EXAMINATION / TEST CENTRES & ISSUE OF CALL LETTERS
FOR THE WRITTEN EXAMINATION / TEST:**

The Written examination, if held, may be online/ offline. The full address of the Examination Venue and the Examination Centre will be advised in the Examination Call Letters. In case the written examination is held, Candidates may download their call letters from the Bank's website 'www.unionbankofindia.co.in' and on the Home Page open the link "Careers"

REQUEST FOR CHANGE OF THE EXAMINATION CENTRE FROM THAT INDICATED BY THE CANDIDATE IN HIS / HER APPLICATION FORM SHALL NOT BE ENTERTAINED.

NOTE: The Bank reserves the right to allot the candidate to any of the Centers other than the one opted for by him / her, to prepone / postpone / reschedule the Written Examination Dates & / or to add to or delete or modify / change the Examination Centre and the Venues & / or to cancel the Written Examination on account of technical or administrative exigencies or any other reason.

12. Identity Verification :

The candidate should, in the examination hall produce for verification to the Invigilator and submit photo copies if required, the original call letter, fee payment receipt, photo identity such as PAN Card/ Passport/ Driving Licence/ Voters Card/ Bank Passbook with photograph/ Aadhar Card. The candidates' identity will be verified with respect to his /her details on the call letter and in the attendance list. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the written examination &/or Psychometric test& /or Group discussion& /or Interview. The decision of the Bank in this regard will be final.

13 : ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, incorrect, tampered, fabricated or should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the abovementioned activities, he / she will not only be disqualified but he / she will be liable to be dismissed from the services of the bank at any time, even after being selected and after joining the Bank's service.

At the time of *Written Test & / or Group Discussion & /or Psychometric test & /or Personal Interview*, if a candidate is (or has been) found guilty of:

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the Examination Hall & / or Personal Interview Hall, or
- iv) Resorting to any irregular or improper means in connection with his / her candidature, including resorting to canvassing his candidature, or 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 disqualified from the selection process for which he / she is a candidate;
 - to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

NOTE: The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such analysis, if it is suspected that the responses have been shared and the scores obtained are not genuine / valid, the Bank reserves the right to cancel the candidature.

14 : PAYMENT OF NON-REFUNDABLE APPLICATION FEE & INTIMATION CHARGES:

- (1) Applicants are first required to go to the Bank's website 'www.unionbankofindia.co.in' and on the Home Page open the link "Careers".
- (2) Thereafter, open the Recruitment Notification entitled "UNION BANK RECRUITMENT PROJECT -SPECIALIST 2013".
- (3) Take a Print of the entire Recruitment Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN' on Page 24 below.
- (4) Fill in the Recruitment Application Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- (5) Go to the nearest Union Bank of India Branch with the Application Fee Challan and pay, in Cash, the appropriate Application Fee as indicated:

| Category of Applicant | Amount of Fees |
|-----------------------|----------------|
| GEN & OBC | Rs.250.00 |
| OTHERS | Rs.50.00 |

- (6) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name, (b) Branch SOL ID, (c) 7 to 10 Digit TRANS ID, and (4) Date of Deposit filled in by the Branch Official.
- (7) You are now ready to Apply On-Line by re-visiting the Recruitment Notification on the Bank's website and going to the link "ON-LINE APPLICATION FOR SPECIALIST OFFICERS--2013 to open up the appropriate On-Line Application Form Format.
- (8) Fill in the details from the Recruitment Application Fee Payment Challan in the On-Line Application Form at the appropriate place.
- (9) A photocopy of the Receipted Application Fee Challan should be attached to the System Generated Printed Application Form, which will have to be submitted only at the time of the Personal Interview.

PAYMENT OF APPLICATION FEES BY ANY OTHER MODE EXCEPT BY THE ABOVE STATED MODE WILL NOT BE ACCEPTED. INSTRUMENTS LIKE DEMAND DRAFT / BANKERS CHEQUES / INDIAN POSTAL ORDERS RECEIVED TOWARDS PAYMENT OF APPLICATION FEES WILL NOT BE ENCASHED BY THE BANK AND SUCH INSTRUMENTS IF RECEIVED WILL NOT BE RETURNED TO THE APPLICANTS.

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.

15 : GENERAL INSTRUCTIONS:

- (a) **CANDIDATES ARE REQUIRED TO PAY THE APPLICATION FEE AT ANY UNION BANK OF INDIA BRANCH AND THEREAFTER APPLY "ON-LINE" ONLY FROM 03.04.2013 THROUGH THE LINK PROVIDED ON THIS NOTIFICATION HOSTED ON THE BANK'S WEBSITE WHICH WILL LEAD THEM TO THE ON-LINE APPLICATION FORM (Refer Para No.17 below "HOW TO APPLY"). THE SYSTEM GENERATED PRINTED APPLICATION FORM AND OTHER DOCUMENTS ARE NOT TO BE SENT AT THE TIME OF APPLYING. THESE WILL BE REQUIRED TO BE SUBMITTED BY THE CANDIDATE ONLY WHEN INVITED FOR THE PERSONAL INTERVIEW.**

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.

A Candidate can submit ONLY ONE ON-LINE APPLICATION for the post he / she consider himself / herself most suitable / eligible. **MULTIPLE APPLICATIONS WILL BE SUMMARILY REJECTED AND THE APPLICATION FEE FORFEITED.**

Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be 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 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 are liable to be terminated.

- (b) After submitting the On-Line Application Form, with the Application Fee details duly entered therein, candidates are required to obtain two (2) Print-outs of the Computerized System Generated Application Form. On one Print-out of the System Generated Printed Application Form, firmly paste with ONE passport size photograph, duly signed across, at the appropriate place on the first page, and keep ready for submission to the Bank, along with one set of photocopies of documents listed in (c), (d), (e) & (f) below, only when invited for the Group Discussion & /or Psychometric test & /or Personal Interview. The second Print-out of the Application Form may be kept by the candidate for his record.
- (c) The candidate should submit, if invited for the *Group Discussion and /or Psychometric test & /or Personal Interview*, one set of photocopies of all the requisite documents along with the System Generated Application Form, arranged chronologically in the order listed below, in support of (1) his / her Date of Birth, (2) SSC & HSC Examination Passing Certificates & Marks Sheets (3) the Semester-wise / Year-wise Marks Sheets for each semester / year & (4) Degree Passing Convocation Certificate(s) (5) Computer Awareness Certificate (6) Work Experience Certificate, if any.
- (d) Candidates claiming the benefit of reservations / age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should also submit a clear and legible copy of the Medical Certificate issued on or after 01.04.2012 and as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995" in support of their disability issued by an Authorised Certifying Authority [as indicated at Para 14(ii)], *clearly indicating the Nature & Quantum (Percentage) of Disability*.
- (e) 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 & Training, Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 & No.36036/8/98-Estt. (Res.) dated 16.03.1999. The prescribed format of the SC / ST Caste Certificate is available after this Notification, which, if needed, may be downloaded, printed and made use of.

SC / ST / OBC candidates, claiming reserved status, failing to submit the photocopies of the caste certificate in prescribed format issued by the competent authority will not be considered for the posts under the respective reserved categories and their candidature will be cancelled. Candidates should, therefore ensure that the Caste Certificate is in the proper format which has been given at the end of this Notification for use, if necessary.

- (f) The Other Backward Class (OBC) Certificate to be submitted by OBC Candidates, at the time of the Personal Interview, should be in the Format prescribed by the Government of India vide Government of India, Dept. of Personnel & 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 2011-2012*, i.e., as of 31.03.2012. The prescribed format of the OBC Certificate with 'Non-Creamy Layer Clause' is available after this Notification. As Candidates have sufficient time to download, print and use the Format given in this Notification to obtain the OBC Certificate with the Creamy Layer Clause as of 31.03.2012 and submit it at the time of the Personal Interview, OBC CERTIFICATES NOT IN THE PRESCRIBED FORMATS AND / OR NOT CONTAINING THE "NON-CREAMY LAYER CLAUSE" BASED ON FINANCIAL YEAR PRIOR TO 2011-2012 i.e., before 31.03.2012, WILL NOT BE ACCEPTED AND THE CANDIDATE'S CANDIDATURE UNDER OBC CATEGORY WILL BE CANCELLED AS SUCH CANDIDATES HAVING APPLIED UNDER THE 'RESERVED CATEGORY', WILL BE DISQUALIFIED AND WILL NOT BE PERMITTED TO PARTICIPATE UNDER THE GENERAL / UNRESERVED CATEGORY. IT IS THEREFORE IN THE INTEREST OF THE CANDIDATES TO ENSURE THAT THEY GET THEIR OBC CERTIFICATES IN THE PROPER FORMAT AND WITH THE UP-DATED CREAMY LAYER CLAUSE CERTIFICATE ISSUED BY THE COMPETENT AUTHORITIES AND FURNISH THE SAME WHEN INVITED FOR THE PERSONAL INTERVIEW.

As the candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation, they should indicate their category as 'GEN' while filling in the On-Line Application Form.

- (g) Candidates serving in Government / Public Sector Undertaking (including Banks & Financial Institutions) should submit a "No Objection Certificate" from the employer, at the time of the Personal Interview.
- (h) Candidates claiming to have work experience should ensure that they submit along with the Printed On-Line Application Form, documentary proof thereof by way of Work Experience Certificates for the periods mentioned in the Application Form, from all their employers, clearly stating the period and nature of employment / duties,. Copies of Appointment Offer Letters, Salary Certificates, etc., in lieu of Work Experience Certificates will not be accepted.
- (i) Candidates should ensure that they keep with themselves (and not attach with the System Generated Application Form) sufficient copies of the same photograph already affixed by them on the System Generated Application Form, for future use during the entire recruitment process, i.e., at the time of the Written Examination & / or Group Discussion (where applicable), Personal Interview, Medical Examination, Police Verification Formats and the Formal Application Formats. They are also advised not to change their appearance till the recruitment process is complete.
- (j) The candidates will appear for the written examination *& /or Group Discussion & /or Psychometric test & /or Personal Interview*, etc., at the allotted centers at their own cost and risks and the Bank will not be responsible for any injury / loss, etc., of any nature.
However, eligible outstation SC / ST & Physically Challenged candidates attending the interview would be reimbursed to & 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.

- (k) The Bank may, at its discretion, hold a re-examination wherever necessary in respect of a centre / venue / specific candidate(s).
- (l) No candidate is permitted to use a calculator, telephones and mobile phones of any kind, pagers or any other such instruments. Candidates are advised not to bring such gadgets to the examination venue as these will not be allowed inside the venue.
- (m) Only those candidates (1) who have prima facie, on the basis of the information given in the On-Line Application Form, met with the eligibility criteria & / or (2) who have cleared their Written Examination and (3) who are short-listed for appearing in the *Group Discussion & /or Psychometric test & /or Personal Interview* (4) those selected for Pre-Recruitment Medical Examination on the basis of their overall performance in the Written Test & / or *Group Discussion & /or Psychometric test & /or Personal Interview*, will be individually intimated at the Communication address furnished by them in the Application Form. A List of all such candidates will also be hosted on the Bank's website 'www.unionbankofindia.co.in' under the link "Careers". **CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME INSTEAD OF WAITING FOR ANY POSTAL COMMUNICATION AND NOT TO MAKE TELEPHONIC or E-MAIL ENQUIRIES AS PERSONAL & / OR TELEPHONIC & / OR E-MAIL OR POSTAL ENQUIRIES WILL NOT BE ENTERTAINED /RESPONDED TO.** While every attempt will be made to ensure that the Intimation to the eligible candidates, short listed for attending the Interview, will be sent sufficiently in advance so as to give the candidate adequate time to attend the Interview, the Bank will not be held responsible for delay in receiving the intimation by the candidate for any reason whatsoever. The candidates are therefore advised to keep track of the status of their candidature by visiting the Banks website from time to time.
- (n) Candidates should ensure that they produce for Bank's verification at the time of the *Group Discussion & /or Psychometric test & /or Personal Interview* the **ORIGINALS** of the Documents stipulated above. Candidates failing to produce the Original Documents for verification will not be permitted to participate in the Personal Interview for selection and their candidature shall stand cancelled.
- (o) Candidates are advised to up-date their communication addresses to ensure prompt receipt of postal mail sent by the Bank. Candidates desirous of changing their communication address at any time **after the conclusion of the written examination** may communicate the change to the Bank giving therein (1) their Full Name, (2) System Generated Registration Number, (3) Written Exam Roll Number, (4) Written Exam Centre, (5) Earlier noted address and (6) the Changed Address. While every effort will be made to incorporate the changed address, the Bank will bear no responsibility & / or liability for not updating the change for any reason whatsoever.
- (p) Candidates selected for appointment in the Bank will be required to execute a Financial **Service Bond** for rendering service for a minimum period of 3 years from the date of joining the Bank. The amount of the Financial Service Bond presently is Rs.2,50,000.00 for Officers. Union Bank of India Officers who have been appointed earlier and have executed a Service Indemnity Bond which is still subsisting and are now selected for a position under this Recruitment Process will have the incomplete period of the Service Bond Period added to the new Service Indemnity Bond required to be executed on joining the Bank afresh under this recruitment project.
- (q) Appointment of the short-listed / selected candidate is subject to his / her completing the entire prescribed pre-recruitment Medical Examination and he / she is not

suffering from any illness or medical condition and he / she being declared medically fit as per the requirement of the Bank.

Further, such appointment will also be subject to his / her executing a Financial Service Bond for rendering service for a specified tenure (where stipulated), 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.

- (r) Selected candidates, who are presently in employment, will be required to produce a clear and valid discharge certificate / relieving letter from their present employer before joining the service.
- (s) As Bank Officers are liable to be posted anywhere in India, only those candidates willing to serve in any Branch / Office throughout the country need apply.
- (t) 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.
- (u) While due care and caution will be exercised, the Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- (v) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (w) Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (x) Banking, being a versatile activity, needs all round grooming of the selected / recruited candidate. Accordingly, the candidates recruited / selected in the Bank will be required to inculcate overall knowledge of various facets of banking and allied subjects for which the bank will provide necessary on-the-job/theoretical training. It is expected that the candidates selected will Endeavour to equip themselves with skill sets that will enable them to rise to higher positions in the Bank in due course of time.

16 : COMPETENT AUTHORITIES FOR ISSUE OF THE CERTIFICATES TO SC / ST & PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED) CANDIDATES:

(i) For SC / ST / OBC Candidates:

- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c) Revenue Officer not below the rank of Tahsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(ii) For Persons With Disability / Physically Challenged Candidates:

Authorized Certifying Authority will be the Medical Board at the District level. The Medical Board will consist of a Chief Medical Officer, a Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon.

17 : HOW TO APPLY : To apply ON-LINE :-

- (a) Candidates MUST POSSESS HIS / HER OWN VALID PERSONAL E-MAIL ID WHICH SHOULD BE VALID FOR THE ENTIRE DURATION OF THIS RECRUITMENT PROJECT. In case a candidate does not have a valid personal e-mail id, he / she should create his / her new e-mail id. THIRD PARTY E-MAIL IDs ARE NOT PERMITTED.
- (b) Eligible candidates are required to apply only 'ON-LINE' through our website www.unionbankofindia.co.in. No other means/ mode of application will be acceptable. A Candidate can submit ONLY ONE ON-LINE APPLICATION which can be made between 03.04.2013 to 23.04.2013 (Both days inclusive).
- (c) Candidates should Scan their photograph and Signature ensuring that both the photograph and signature are within the required specifications as given in the Annexure I . The candidate should also keep the particulars of their Application Fee Paid details, Educational Qualifications, Work Experience details, and other Personal details ready before applying as these details are required to be entered in the On-Line Application.
 - (i) Go on to the Internet and to the Bank's website 'www.unionbankofindia.co.in' and on the Home Page under the link "Careers", access the Recruitment Notification entitled "UNION BANK RECRUITMENT PROJECT - SPECIALIST 2013.
 - (ii) Print the Recruitment Notification and the Recruitment Application Fee Payment Challan (On Page 24) and make payment of the prescribed Application Fee at any Union Bank of India Branch, as spelt out under "PAYMENT OF NON-REFUNDABLE APPLICATION FEE & POSTAGE CHARGES" in Para 14 above from 03.04.2013 to 23.04.2013
 - (iii) After making Payment of the Application Fees re-visit the Bank's Website and the Recruitment Notification
 - (iv) CLICK ON THE APPROPRIATE ALONGSIDE LINK "ON-LINE APPLICATION FOR SPECIALIST OFFICERS-2013" to open up the appropriate On-Line Application Form Format.
 - (v) Upload their photograph and signature as per the specifications given in Annexure I on page no 25.
 - (vi) Fill in On-Line the required details in the Correct Application Form and SUBMIT the On-Line Application electronically NOT LATER THAN 23.04.2013
 - (vii) There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in the online application if any. This modification facility will be available **immediately after registration and upto 23.04.2013**. Modification will be allowed only **three times**. After the last date, no modification will be permitted.
 - (viii) Make a note of the allotted System Generated Application Registration Number and Password.
 - (ix) After applying On-Line, take two (2) Print-Outs of the duly filled in Computerized System Generated Application Form.
 - (x) The Candidate is required to download a copy of the Application Form and keep ready with the one set of the prescribed documents to be brought along and submitted only when invited for the Personal Interview. Ensure to also bring along the Original Documents for verification when invited for the Personal Interview. The other Print-out is to be retained by the applicant for future reference.

18 : LAST DATE FOR SUBMISSION / RECEIPT OF ON-LINE APPLICATIONS &

FORMS :

- (a) The Last Date for making payment of Application Fees at any Union Bank of India Branch (prior to applying on-line) is 23.04. 2013. The Last Date for making an On-Line Application is also 23.04. 2013.
- (b) The Printed copy of the System Generated Application Form, Photocopy of the Recruitment Application Fee Payment Challan and one set of photocopies of the specified Documents SHOULD NOT BE SUBMITTED at the time of making the Application. ALL THESE DOCUMENTS, ALONG WITH THE ORIGINAL OF THESE DOCUMENTS, ARE REQUIRED TO BE SUBMITTED ONLY WHEN INVITED FOR THE PERSONAL INTERVIEW.

CANDIDATES ARE EXHORTED IN THEIR OWN INTEREST NOT TO WAIT TILL THE LAST DATE PAY THE RECRUITMENT APPLICATION FEES AND TO APPLY ON-LINE, BUT TO AVAIL THEMSELVES OF THE OPPORTUNITY OF A LARGE TIME SPAN AFFORDED FOR APPLYING MUCH BEFORE THE CLOSING DATE.

For further details and for payment challan format, candidates are requested to refer to the Banks website www.unionbankofindia.com .

Sd/-

MUMBAI,

GENERAL MANAGER (HR)

Guidelines for scanning and Upload of Photograph & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no hard shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must be not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20 kb - 50 kb
- Ensure that the size of the scanned image is not more than 50 kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The application has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10 kb - 20 kb
- Ensure that the size of the scanned image is not more than 20 kb

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is :image 01.jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MS Office can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filing in the Online Application Form the candidate will be provided with a link to upload his 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

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the case in the photograph or signature is unclear the candidate's application may be rejected.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.

FORM OF SC / ST CASTE CERTIFICATE

This is to certify that Shri/Shrimathi/Kumari*
 _____ son / daughter* of
 Shri _____ of Village / Town*
 _____ in District / Division*
 _____ of the State / Union Territory* of
 _____ belongs to the _____
 Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe*
 under:

The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes & Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes & Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Castes Tribes, 1978;

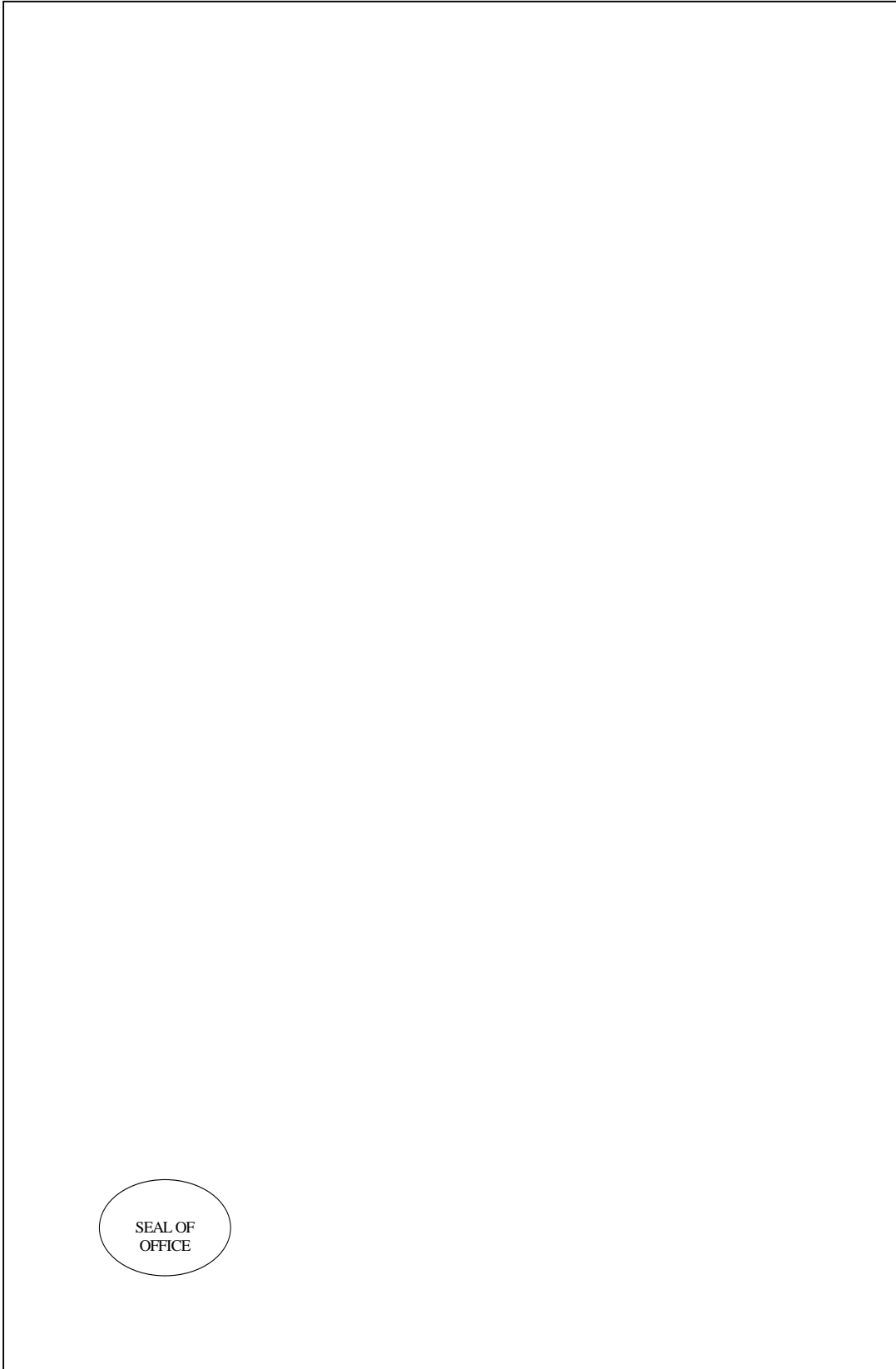
*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

...2...





SEAL OF
OFFICE

...2...

Note:- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

- (b) The authorities competent to issue caste certificates are indicated below:-
- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate /

NAME & ADDRESS OF THE INSTITUTE /

HOSPITAL

CERTIFICATE NO. _____

DATE _____

DISABILITY CERTIFICATE

Recent Photograph of the candidate
showing the disability duly attested by
the Chairperson of the Medical Board

This is certified that Shri / Smt / Kum _____ son / wife
/ daughter of Shri _____ age _____ sex _____
identification mark(s) _____ is suffering from permanent disability of
following category:

A. Locomotor or Cerebral Palsy:

- (i) BL - Both legs affected but not arms.
- (ii) BA - Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA - Both legs and both arms affected
- (iv) OL - One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA - One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH - Stiff back and hips (Cannot sit or stoop)
- (vii) MW - Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B - Blind
- (ii) PB - Partially Blind

C. Hearing Impairment:

- (i) D - Deaf
 - (ii) PD - Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non - progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended after period of _____ years _____ months*.

(* Strike out which is not applicable)

3. Percentage of disability in his / her case is _____ percent.

4. Shri / Smt/ Kum _____ meets the following physical requirements discharge of his / her duties:-

| | | |
|------|---------------------------------------------------|----------|
| i | F - can perform work by manipulating with fingers | Yes / No |
| ii | PP - can perform work by pulling and pushing | Yes / No |
| iii | L - can perform work by lifting | Yes / No |
| iv | KC - can perform work by kneeling and crouching | Yes / No |
| v | B - can perform work by bending | Yes / No |
| Vi | S - can perform work by sitting | Yes / No |
| Vii | ST - can perform work by standing | Yes / No |
| Viii | W - can perform work by walking | Yes / No |
| Ix | SE - can perform work by seeing | Yes / No |
| X | H - can perform work by hearing / speaking | Yes / No |
| xi | RW - can perform work by reading and writing | Yes / No |

| | | |
|---------------|---------------|---------------|
| (Signature) | (Signature) | (Signature) |
| Dr. (Name) | Dr. (Name) | Dr. (Name) |
| Member | Member | Chairperson |
| Medical Board | Medical Board | Medical Board |
| (Seal) | (Seal) | (Seal) |

Countersigned by

| | |
|-----------------------------------------------|-------------------------------------------------|
| (Signature / Thumb Impression of the Patient) | (Signature) |
| (Name of the Patient) | Dr. (Name) |
| | Medical Superintendent / CMO / Head of Hospital |
| | (Seal) |