

NOTIFICATION FOR APPOINTMENT OF COMPANY SECRETARY

1. UNION BANK OF INDIA, a leading Public Sector Bank, with Pan India Branch Network with Head Office in Mumbai, invites Applications for the post of **COMPANY SECRETARY** in Grade / Scale of **ASSISTANT GENERAL MANAGER (SMGS-V)**.

2. **Schedule of events:**

Opening date for Applications : **23.02.2017**

Last Date for Applications : **06.03.2017**

(Non-Refundable Application Fee Rs. 600.00 payable directly in the account of the Bank)

3. **Eligibility Criteria / Job Profile:**

1	POST	: COMPANY SECRETARY [in Grade / Scale of ASSISTANT GENERAL MANAGER (SMGS-V)]
2	NO. OF POSTS	: ONE (1)
3	AGE	: Maximum - 45 years
4	EDUCATIONAL QUALIFICATION	: 1. Graduate Degree in any discipline from an accredited University / Institution. 2. Associate Member of the Institute of Company Secretaries (ACS) 3. Operating and working knowledge in computer systems is mandatory, i.e. candidates should have Certificate / Diploma / Degree in computer operations / Language / should have studied Computer / Information Technology as one of subjects in the High School / College or an Institute recognised by the respective State Government.
5	WORK EXPERIENCE	: Essential: Minimum 05 years post ACS Experience in Investor Relations, Secretarial Matters and Statutory Compliances, etc.
6	JOB PROFILE	: Attending to Secretarial duties / functions. The selected candidate shall be nominated as "Compliance Officer" for various statutory requirements, in terms of clause 6 of the SEBI (LODR) Regulations, 2015. He / She will also act as Secretary to the Audit Committee of the Board as required under clause 18(e) of the SEBI (LODR) Regulations 2015.

7	PAY SCALE	Basic Pay of 59170-1650/2-62470-1800/2-66070 <i>*In addition, Special Allowance, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank.</i>
8	SELECTION PROCESS	a. Selection will be based on short listing and Personal Interview. b. Adequate number of candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. The qualifying marks in Interview will be as decided by the Bank.
9	MISCELLANEOUS	The appointment will be subject to satisfactory completion of all Pre-employment formalities including Medical examination, Reference checks, Police Verification and verification of testimonials etc., as prescribed by the Bank.

4. How to apply:

- a. Log on to the Bank's website "www.unionbankofindia.co.in" and on the Home Page under the link "Careers -> Recruitment" click the Notification titled "NOTIFICATION FOR APPOINTMENT OF "COMPANY SECRETARY".
- b. There will be two links available on the page. Click on the link "Notification" to download and print the Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN' on page 5.
- c. Read the notification carefully and if found eligible to apply, click on the link "Application Form" to download the required Application Form.
- d. Fill in the Recruitment Application Fee payment Challan in clear and legible handwriting in BLOCK LETTERS.
- e. Go to the nearest Union Bank of India Branch with the Application Fee Challan and pay in Cash, the appropriate Application Fee.
- f. 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) TRANS ID, and (d) Date of Deposit filled in by the Branch Official.

Alternatively you can also pay the fee directly through NEFT to the credit of following account of the Bank

Name of the account - Union Bank of India - Recruitment Project
Type of Account - Current
Account No. 378901010037011
Bank & Branch - Union Bank of India, Nariman Point (MMO) Branch
IFSC Code - UBIN0537896

Attach proof of payment of fee through NEFT along with UTR No. and Transaction No.

- g. Fill in the required details in the word file of the Application Format and take a print out of duly filled Application Form. Attach your latest Passport size photograph on the application form and sign it at the appropriate places. Applicants need to send following documents by email to recruitment@unionbankofindia.com and ensure that it reaches this office by **06.03.2017**.
- i. Scanned copy of duly filled and signed Application form in PDF format.
 - ii. Duly filled Soft copy of the Application as word file.
 - iii. Scanned copy of Birth certificate / Matriculation certificate in PDF format.
 - iv. Scanned copy of Graduation Certificate as well as mark sheets of all the years.
 - v. Scanned copy of Professional Qualification Certificate (ACS) as well as mark sheets.
 - vi. Computer Knowledge Certificate / proof.
 - vii. Scanned copy of certificates in support of experience.
 - viii. Photocopy of Received Application Fee Challan

Bank will send a confirmation mail to the applicant after receiving the application. In case any applicant does not get the confirmation mail within two working days from the date of sending the application, they may consider that their application has not successfully reached and should resend their documents as stated above. They can also enquire the status of their application by contacting Recruitment Division on 022-22896226/6240.

The Applicants are required to keep the original Application Form with them and should not send it to the Bank. They have to keep it ready along with one set of the requisite documents in support of their eligibility and submit the same when called for Personal Interview. Also, ensure to bring along the Original Documents for verification at the time of Personal Interview.

Note: The Bank will not be responsible if the applicant is not able to send the application within the stipulated date on account of any reason whatsoever. As such, applicants are required to send their applications in time.

5. General Instructions:

- a) Decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that applicant does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is /

are detected even after recruitment he/she is liable to be terminated without any notice.

- b) 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.
- c) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for Personal Interview.
- d) Incomplete applications and / or applications without aforesaid documents will be rejected outright.
- e) 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 for the post, the applicant should ensure that he / she fulfils each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.
- f) Information regarding Personal Interview will be displayed on the Bank's website. It will also be sent to shortlisted applicants on their email ID.
- g) While every effort will be made to ensure that the intimation to the eligible applicants, short listed for attending the Personal Interview will be sent sufficiently in advance, the Bank will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever. The applicants are advised to keep track of the status of their candidature by visiting the Bank's website and their own email ID from time to time.
- h) 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.
- i) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- j) Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

SD/-

General Manager (HR)

Mumbai

Date: 23.02.2017

BANK'S VOUCHER										APPLICANT'S COUNTERFOIL									
																			
UNION BANK OF INDIA RECRUITMENT PROJECT - 2016-17 COMPANY SECRETARY										UNION BANK OF INDIA RECRUITMENT PROJECT - 2016-17 COMPANY SECRETARY									
RECRUITMENT APPLICATION FEES PAYMENT CHALLAN										RECRUITMENT APPLICATION FEES PAYMENT CHALLAN									
Opening date of payment - 23.02.2017										Opening date of payment - 23.02.2017									
Last date of payment - 06.03.2017										Last date of payment - 06.03.2017									
For Branch Office Use										For Branch Office Use									
Branch										Branch									
Branch SOL ID										Branch SOL ID									
Credit To		378901010037011								Credit To		378901010037011							
Payment Date		D	D	M	M	Y	Y	Y	Y	Payment Date		D	D	M	M	Y	Y	Y	Y
Transaction ID										Transaction ID									
To be filled in by the applicant										To be filled in by the applicant									
Application Fee		Rs. 600.00 Rs. Six Hundred only								Application Fee		Rs. 600.00 Rs. Six Hundred only							
Applicant's Full Name in Block Letters Mr. / Mrs. / Ms.										Applicant's Full Name in Block Letters Mr. / Mrs. / Ms.									
Applicant's name on this Payment Challan & on the Application Form should be identical										Applicant's name on this Payment Challan & on the Application Form should be identical									
Branch Stamp		Bank's Authorised Signatory								Branch Stamp		Bank's Authorised Signatory							
Branch to ensure that Branch Name, SOL ID, Payment Date and Transaction ID & Applicant's name are correctly and legibly noted in this challan.																			