

Recruitment Notification

1. Applications are invited for the Post of Financial Literacy Counselor in Gurgaon Main Branch under Regional Office, Delhi (South) of Union Bank of India on contractual basis.

2. No. of Vacancies	01 Post for Financial Literacy Counselor															
3. Eligibility	Officer retired from service with a designation of Scale III or above from any Bank. Officer with service in Rural/Semi-Urban branches will be preferred.															
4. Compensation	<p>1. Consolidated Pay</p> <table border="1"> <thead> <tr> <th>Scale III (Retd)</th> <th>Scale IV (Retd)</th> <th>Scale V (Retd)</th> <th>Scale VI (Retd)</th> </tr> </thead> <tbody> <tr> <td>Rs 12000/-</td> <td>Rs 15000/-</td> <td>Rs 17000/-</td> <td>Rs 18000/-</td> </tr> </tbody> </table> <p>2. Other Perks/Allowances</p> <table border="1"> <thead> <tr> <th>Conveyance</th> <th>Mobile Bill Reimbursement</th> </tr> </thead> <tbody> <tr> <td>Rs 1200/- per month</td> <td>Rs 500/- per month</td> </tr> </tbody> </table>				Scale III (Retd)	Scale IV (Retd)	Scale V (Retd)	Scale VI (Retd)	Rs 12000/-	Rs 15000/-	Rs 17000/-	Rs 18000/-	Conveyance	Mobile Bill Reimbursement	Rs 1200/- per month	Rs 500/- per month
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Rs 12000/-	Rs 15000/-	Rs 17000/-	Rs 18000/-													
Conveyance	Mobile Bill Reimbursement															
Rs 1200/- per month	Rs 500/- per month															
5. Age (as on 01.07.2016)	Not more than 64 years															
6. Tenure	1 year from the date of joining. The same may be extended upon satisfactory performance subject to age limit of 65 years.															
7. Role and responsibilities of Financial Literacy Counselor	The Financial Literacy Counselor will deal with Financial Education module in local language. It includes savings, budgeting, advantages of banking, concept of risk and reward, time value of money and various products of the banking industry. The counselor may refrain from marketing the bank's own products.															
8. Last Date of Submission of Application & Address	Application given in Annexure-I to this notification should be complete in all respect and should reach latest by 19.08.2016 at Union Bank of India, Nodal Regional Office, 602 A, 6 th Floor, Tower B, Konnectus Towers, Bhav Bhuti Marg, New Delhi – 110001.															

9. Candidate will be posted in Financial Literacy Center established at Gurgaon Main branch, Bhim Nagar Chowk, Near Railway Road, Gurgaon 122001.

10. Applications as per the format given, duly filled in by the candidate in his/her own handwriting along with the copies of educational qualification / age / experience, to be sent **by ordinary post** to: Union Bank of India, Nodal Regional Office, 602 A, 6th Floor, Tower B, Konnectus Towers, Bhav Bhuti Marg, New Delhi – 110001, so as to reach us before **19.08.2016.**
11. Incomplete / illegible applications will not be considered. Other terms and conditions will be as per the extant Government/RBI Guidelines. The candidates fulfilling the above eligibility criteria alone will be considered for Interview. The Bank will not be responsible for any delay or loss of applications. The Bank is not liable to give any reason for rejection of application. The Bank has the right to modify or cancel this advertisement without any prior intimation.
12. Please mention "**Application for the post of Financial Literacy Counselor at Gurgaon**" in Bold Letter on top of the Envelope containing the application.
13. In case of more than 1 Application, the Recruitment Process will consist of a Personal Interview held at Regional Office, Delhi (South). Interview will be conducted by a panel of 3 comprising
 - Regional Head, Delhi(South)
 - Lead District Manager
 - Regional Head/Representative of Second Lead Bank in the district (**or**)
Representative of NABARD not less than Asst General Manager in Rank
14. In case a candidate is selected, he has to withdraw all court cases/conciliation proceedings, if any, filed by him in person or through any union before any court of law or before any other authority and he has to give a duly notarized undertaking to this effect before the issuance of an Offer of Appointment by the Bank in his / her favour.
15. In respect of any dispute or difference relating to the Recruitment and Selection of candidates in terms of this advertisement, the same shall be referred to the Deputy General Manager, Delhi(South), whose decision shall be final and binding on the candidates.

Regional Head

Annexure-I

**APPLICATION FOR THE POST OF FINANCIAL LITERACY COUNSELOR
IN UNION BANK OF INDIA**

(Reference No.: RABD:ROD:1938)

To,
The Union Bank of India,
Nodal Regional Office,
602A, 6th Floor, Tower B
Konnectus Towers,
Bhav Bhuti Marg,
New Delhi - 110001

Latest Colour Passport size Photograph of the applicant duly signed across by him / her
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Dear Sir,

1. I understand that the Union Bank of India is recruiting Financial Literacy Counselor for Gurgaon Main branch as mentioned in the Notification. Since I am eligible to apply for the post, I request you to consider my application for the said post under Delhi (South) Region
2. My particulars (in Capital letters) are as under(Delete whichever is not applicable):

Full Name	(Surname) (First Name) (Middle Name)
Date of Birth (DD/MM/YYYY)	
Gender	Male / Female
Age as on 01.07.2016	(Years) (Months) (Days)
Qualifications as on 01.07.2016	
Whether Person with Disabilities	Yes / No, If Yes, indicate whether VI / HI /OC
Whether Ex-Servicemen	Yes / No
Permanent Address	
	PIN:
Address for Communication	
	PIN:
Tel. No./Mobile no. (With STD code)	
E-Mail Id	
Name of the organization previously worked	
Past designation & Experience	Last designation held :
	Experience (No of Years) :
	Date of retirement :
Signature of the Applicant (In running hand)	

3. I am enclosing certified copies of the following documents and undertake to produce the originals during the Personal Interview and as and when required by the Bank.

Photo Identity Proof	
Proof of Age	
Proof of Address (Driving License / Ration Card / Election Card)	
Disability Certificate from the medical board (For the candidates belonging to persons with disabilities category)	
Discharge certificate (For Ex-Servicemen)	
Proof of Work Experience with complete detail of previous bank giving his Name, address, Tel. No. Mobile No. Period of work, Nature of Duties performed, as per format given in Annexure-II	
Any other relevant document (To be specified)	

(Please tick mark (✓) against the Certificate / Document submitted)

4. **Declaration / Undertaking:**

- I declare that I was never convicted for any criminal offence by any court in India and further state that I was never detained in Police/Magistrate custody in connection with any criminal/political activity.
- I further declare that all the statements made in this application are true and correct to the best of my knowledge and belief.
- I further undertake that in case any information provided by me in this application or in any of the document submitted by me with this application is incomplete or turns out to be untrue or incorrect or forged or false, my candidature for the post may be summarily rejected and in case I get selected on the basis of such information / document, my services may be summarily terminated without notice.

Yours faithfully,

Place:

Date:

(Signature of the Applicant)
(In running hand)

Annexure-II

PROOF OF EXPERIENCE

(Separate Certificate be enclosed if candidate has worked with more than one employer)

Latest
Colour
Passport
size
Photograph
of the
applicant
duly
signed across
hv

Name of the Bank	:	
Place where candidate worked	:	
Period for which candidate worked with the employer	:	From
		To
Nature of Duties performed by the candidate with the employer	:	

I/ We hereby declare that the information provided in this declaration is true and correct to the best of my knowledge and belief.

Signature of the Applicant