



## **Guidelines & Instructions to the Candidates for Completion of Pre-recruitment Formalities.**

As per the list published on 01.01.2022 on our Bank's website, the candidates are provisionally Short-listed for the Post of Specialist Officer under Union Bank Recruitment Project 2021-22 (Specialist Officers). The Provisional Offer of Appointment Letters are issued by the Bank which is subject to fulfilment of all eligibility criteria laid down in Bank's Notification dated 12/08/2021 for the specific Posts. The individual Provisional Offer of Appointment Letter has been sent on the Correspondence Address of the candidates provided by them in their On-line Application Form.

The candidates are required to report on the date and time, for completion of pre-recruitment formalities including medical examination at the Reporting Office mentioned in their Provisional Offer of Appointment Letter. List of documents to be carried while reporting for completion of formalities are as under:

- \* 10 Photographs (as uploaded on the Online Application)
- \* Address Proof
- \* PAN Card
- \* All Original Certificates/ Documents in support of eligibility (Educational Qualification/Experience/Disability) and all other documents mentioned in the Notification dated 12/08/2021.
- \* Latest Caste Certificate in the prescribed and notified format (if applicable), which is also available on Bank's website.
- \* **Please Ensure to Bring Experience Certificate in support of your Experience and Specialization Certificate in support of your Educational Qualification as per the declaration submitted by you at the time of Interview.**
- \* **List of documents not submitted at the time of Interview which was declared by you in the Undertaking, without which your candidature will not be processed further.**

Candidates have to submit the Medical Fitness Certificate from the Government Medical Officer or from the Hospital/Diagnostic Centres tie up with your Reporting Office along with the Test Reports for Bank record. The Medical Fitness Certificate format is attached with the hard copy of Provisional Offer of Appointment and the same is also available on Bank's website. The list of tie-up Hospital/Diagnostic Centres may be obtained from the Reporting Office. The charges for medical examination have to be borne by the candidate.

Upon successful completion of pre-recruitment formalities and being found medically fit in the pre-recruitment medical examination, candidates will be required to join the Services of the Bank on 28/02/2022 (tentatively).

If any candidate fails to report on the given dates at his/ her respective Reporting Office, it will be deemed that he/ she is not interested in taking up the offer of appointment extended by the Bank and it will automatically stand cancelled.

The detailed List of Candidates (Post Wise) with Reporting Office, Date & Time of Reporting and the Address of Reporting Offices are attached.