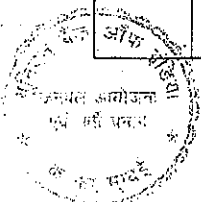


**List of Posts identified suitable for Persons with Disabilities in Union Bank of India
alongwith Job Profile of each Post**

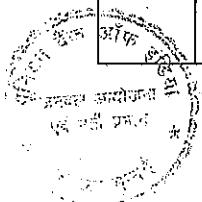
Officer cadre equivalent to Group 'A' Posts in Government of India

S.No.	Post(s)	Job Profile
1	Officers (General Banking) Group A	<ul style="list-style-type: none"> i. Conduct of transaction both online in CBS environment as well as manual. ii. Takes care of various types of financial transactions of all types of customers. iii. Scrutinize & Processing loan application, Maintain payment records, Bill passing, Record keeping, Payment of Taxes, Fees, Licenses, etc. and Maintenance of records, Payments Documentation, Data feeding of financial transactions, Budget preparation, Supervisory. iv. Work delegation to juniors Supervise subordinates engaged in maintenance of accounts and records. v. Scrutinize ledger and other records. vi. Prepare final accounts such as trial balance, profit and loss statement or such balance sheet etc. as required. vii. See that prescribed accounting procedure is followed by offices, establishments and institutions as well as account books are properly maintained. viii. Examine account books and records for accuracy and completeness of financial statements. ix. Check items of entries in day book or journal for correct recording, scrutinize bills, vouchers and relevant entries in cash books. x. Verify ledger entries against receipts for cash payment. Check total for proper observance of accounts procedure and ensure that all revenue and expenditure and disbursements are properly authorized, vouched and correctly classified. xi. Perform Credit Analysis (Worthiness) and process Loan proposals. xii. Inspect Business Units as well as Bonafides of the prospective Barrowers as a part of the Credit dispensation process. xiii. Conduct due diligence, compile and submit Credit worthiness reports to the competent authority. xiv. Process new / Renew Credit proposals in a timely manner and put forth comment / recommendations to appropriate authority as per Banks Loan policy guidelines. xv. Attend to various queries raised by vetting/ recommending authority on Credit. xvi. Ensure compliance of data related to advance proposals and submission of reports to the Regional Office. xvii. Communicate Credit sanction status to the borrower. xviii. Obtain/renew security documents and ensure compliance to all stipulated terms and conditions prior to disbursal. xix. Perform the role of a people manager by setting performance goals of subordinates and monitoring their performance.

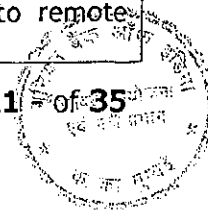


		<ul style="list-style-type: none"> xx. Providing developmental guidance and direction as and when required. xxi. Handle the Credit portfolio, Processing & Appraisal of loan applications, Monitoring of borrowal accounts, Project Finance, Infrastructure Financing, Mergers & Acquisitions, Lending Automation solutions, etc. xxii. Report to appropriate authority irregularities in accounts, improper expenditure etc. xxiii. Participate in exhibitions and display posters, charts, models, etc. to public. xxiv. Supervise the branch administration, exercise control over Cash/ Cheque and receipt payments; settle/sanction claims, loans etc. xxv. Organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Leave, Insubordination, arrangement of office accommodation, furniture, office equipments etc. xxvi. To participate in selection process in respect of recruitment and promotions. xxvii. To visit local area and contact public to promote banking business. xxviii. To maintain liaison with various authorities for promoting banking business. xxix. The work is performed both inside and outside. xxx. Extensive touring for Marketing, Audit, etc. may be involved. xxxi. Inspection of accounts, documents, stocks, etc is involved. xxxii. Public dealing is involved. xxxiii. Should have functional communication skills.
2	Marketing Officers Group A	<ul style="list-style-type: none"> i. Performing the functions of undertaking sales and extending service to clients. ii. The main functions are in the making sales, calls and attending to customer's banking requirements. iii. Analyzing and making strategies in respect of sales of various products, both in the country and abroad. iv. May visit intending buyers, negotiate terms and conditions of business with them and convince them of the superiority of the Bank's products over that of products of the other organizations v. T arrange exhibition of their products. vi. To get phamplets etc. prepared for the publicity of their goods. vii. Keep themselves abreast of their latest national and international market trends and advise their-deptt. to make necessary changes, modification in the design and the quality of products to increase their selling potential. viii. Give suggestions on pricing of various products in view of competition and market realities. ix. The work is performed both inside and outside. x. Working in computerized environment as well as visits for promoting business

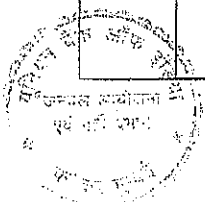
		<ul style="list-style-type: none"> xi. Extensive touring may be involved. xii. Public dealing is involved. xiii. Should have functional communication skills
3	<p>Law Officers</p> <p>Group A</p>	<ul style="list-style-type: none"> i. Study facts, available documents or papers pertaining to legal aspects of different issues raised by various Departments, give opinion and advice, if necessary. ii. Scrutinize and advise on legal aspects of Government rules and regulations etc. iii. Prepare and file legal proceeding, plaints, complaints, legal statement, affidavits etc. in civil and criminal courts of law, advise departments to procure evidence and documents etc., in support of the cases. iv. Arranging witnesses for appearing on behalf of the Bank. v. Appearing in the court of law to plead the Bank's case. vi. Preparing briefs for the senior lawyers. vii. Drafting/ scrutinizing various legal documents & dealing with advocates, rendering legal opinions. viii. Litigation support by effective follow-up and monitoring of Recovery suit before DRT / Civil Court / High Court / BIFR. ix. Assisting the authorized officers in action under SARFAESIA for recovery of NPA dues. x. Verification and approval on legal perspectives of Original Applications / Plaints being filed in recovery cases. xi. Establishing effective liaison between the Advocate and the field functionaries. xii. Advise and assist the field functionaries in defending the claims against Bank. xiii. Approval / preparation of security documents / contract documents, etc. xiv. Assisting & advising field functionaries in compliance of Laws, Rules & Regulations. xv. Compliance of provisions of Rights to Information Act. xvi. Litigation support under Industrial Disputes Act. xvii. Identifies advocates for empanelment for representation in court hearing and reviews their performance viii. The work is performed both inside and outside. xix. Working in computerized environment as well as visits other xx. Extensive touring may be involved. xxi. Public dealing is involved. xxii. Should have functional communication skills
4	<p>Rural Development Officers</p> <p>Group A</p>	<ul style="list-style-type: none"> i. To enhance the Bank's business and market share through driving credit dispensation in a quality manner in the Bank's rural geography as defined; maximizing profits in the agricultural, micro, small, medium enterprises and other priority sectors, including financial inclusion ii. Surveys the command area, identifies potential areas of business growth, develops and increases the volume of business specifically with respect to advances in the focus sectors including customization of schemes basis local area imperatives, cross selling etc iii. Scrutinizes/ conducts pre & post inspection, due



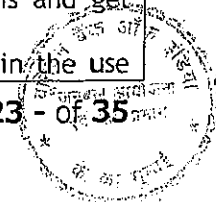
		<p>diligence, obtaining/renewal of security documents etc and appraises credit proposals and recommends to appropriate approving authority in a timely manner, as per loan policy guidelines</p> <p>iv. Increases customer base in the agriculture & other priority sectors and also ensures customer satisfaction through timely disposal of advances proposals, and other value added products and services like ATMs, SMS/Mobile banking, RTGS etc.</p> <p>v. Provides customers with quality servicing and takes initiatives to enhance customer retention and satisfaction through prompt and effective grievance redressal, handling of queries and meeting other customer requirements with empathy and understanding of the rural customer's context</p> <p>vi. Assists in mobilization of resources with specific focus on CASA to enhance market share</p> <p>vii. Drives NPA recovery to maintain quality of assets</p> <p>viii. Increases visibility and awareness of the Bank's image through rural publicity, field visits and also builds understanding of its financial services and products amongst focus groups by conducting road shows, campaigns and other marketing initiatives</p> <p>ix. Reaches the unreached through the business correspondent model to build awareness of the Bank's products, services and credibility to service as well as provides doorstep banking</p> <p>x. Implements various initiatives to enhance financial inclusion through no-frills deposits, advances, remittances, insurance, Kisan Credit Cards, and other cost effective financial instruments and supports the Village Knowledge Center's functioning.</p> <p>xi. The work is performed both inside and outside.</p> <p>xii. Working in computerized environment as well as visits for promoting business</p> <p>xiii. Extensive touring may be involved.</p> <p>xiv. Public dealing is involved.</p> <p>xv. Should have functional communication skills</p>
5	Security Officers Group A	<p>i. Planning, controlling and supervising security arrangement of establishment buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unauthorized entry and other Hazards.</p> <p>ii. Allot duties to security personnel at gates of branches / offices administrative buildings, etc.</p> <p>iii. Supervising Issue of gate passes to visitors desiring entry into premises and check security personnel on duty.</p> <p>iv. Enquire into complaints of unauthorized entry of men and passage of material and cases of theft etc. and report the matter to police for further action.</p> <p>v. To maintain discipline amongst security personnel. To assist fire-fighting personnel in case of fire.</p> <p>vi. To periodically inspect all the Bank's premises. As a result they have to travel extensively even to remote branches by available means of transportation.</p>



		<ul style="list-style-type: none"> vii. To participate in selection process in respect of recruitment of Security Personnel including Officers & Armed Guards. viii. To conduct training of armed guards including handling and firing firearms. ix. To liaise with police and various local administrative offices for getting the work done effectively. x. Training armed guards and staff members on use of fire extinguishers by giving live demonstration/ training. xi. To investigate incidents of crime and interact with police. xii. To help in getting various security gadgets installed in branches/ offices and monitor all AMCs regularly. xiii. The work is performed both inside and outside. xiv. Working in computerized environment as well as visits. xv. The job can be hazardous at times xvi. Extensive touring may be involved. xvii. Public dealing is involved. viii. Should have functional communication skills
6	<p>Official Language (Hindi) Implementation Officers</p> <p>Group A</p>	<ul style="list-style-type: none"> i. Translation of Official documents, Circulars and correspondences. ii. Preparation of various types of Reports, both manual & online, for submission to higher offices in the Bank, RBI & Govt. iii. Organizing workshops on Official language for improving the working knowledge of employees, Implementation of Official Language & its publicity iv. Publication of quarterly house journal on implementation of Official Language v. Publication of literatures on Banking related topics vi. Inspection of Branches/ Offices in respect of Implementation of Official Language in the Bank vii. Organizing various programmes in respect of "Hindi Divas" celebration viii. Organizing meetings of the working committee on Official Language Implementation
		<ul style="list-style-type: none"> ix. Maintenance of Office records / files x. Computer operations & updation of records on Core Rajbhasha solutions xi. Organizing & participating in the Parliamentary Committees on Official Language Implementation xii. The work is performed both inside and outside. xiii. Working in computerized environment as well as visits xiv. Extensive touring may be involved. xv. Should have functional communication skills
7	<p>Personnel Officers</p> <p>Group A</p>	<ul style="list-style-type: none"> i. Formulation & Review of HR policies, like Recruitment, Promotion, Transfer, Service Conditions, Training, Terminal Benefits, Disciplinary matters, Staff Welfare, etc. ii. Implement Govt. guidelines on various subjects iii. Conducting Recruitment and Promotion processes, iv. Adminstrating Transfer and Redeployment matters. v. Administration of Staff Compensation, Incentives, Terminal benefits, Staff Welfare measures, etc.



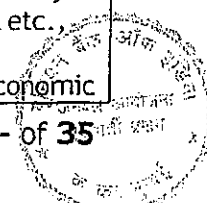
		<ul style="list-style-type: none"> vi. Advise, assist and administrate Human Resource development, Training & Skill building. vii. Administrating redressal of Staff Grievances, Industrial Disputes, etc viii. Administration of sports, cultural and social activities. ix. Administration of Disciplinary matters, including charge-sheeting, conducting inquiries, imposing penalties, processing appeal and review cases, matters connected to vigilance proceedings, etc. x. Maintaining cordial Industrial Relations with various segments of employees, Trade Unions and Associations. xi. To represent Bank in labour conciliation proceedings in respect of Industrial disputes. xii. The work is performed both inside and outside. xiii. Working in computerized environment as well as visits xiv. Extensive touring may be involved. xv. Should have functional communication skills
8	Electrical Officers Group A	<ul style="list-style-type: none"> i. Supervision of supply and distribution of electrical load in the Bank's premises, rerouting cables for optimum usage and optimising the use of electricity, and preparing and updating the circuit diagram accordingly; ii. Supervise Installation & Maintenance of electrical sub-stations; circuit breakers, transformers, electrical switchgears and instrumentation, iii. Supervise installation and maintenance and repairs of HT / LT electrical installation in Bank's premises; iv. Supervise Maintenance & Repair of AC plants and window units, lifts, water pumps and DG sets, telecommunication networks, lifts & escalators, CCTV, Access Control, sewerage plants, neon-signages; v. Maintain close liaison with power Suppliers / distributors and arrange for additional load of power as per requirement from time to time; vi. Explore possibilities of shifting to renewable sources of energy vii. Maintenance and upkeep of the entire system, documentation and control of expenditure; viii. Devise ways and means to cut down the consumption and wastage of electricity in the Bank's premises ix. Prepare single line diagram, electrical layouts, tender documents, bill of quantity, specification, certification of contractors' bills, measurement books, etc. x. Ensure Preventive Measures and Safety of Installations, Act as Electrical Adviser on projects. xi. The work is performed both inside and outside. xii. It involves hazards of high voltage xiii. Working in computerized environment as well as visits xiv. Public dealing is involved. xv. Should have functional communication skills
9	Fire Officers Group A	<ul style="list-style-type: none"> i. Maintain the fire Protection /fighting equipments in the Bank in good working condition at all times. ii. Prepare Fire Orders and Fire Operational plans and get them Implemented. iii. Impart regular Training to the Staff members in the use



		<p>of Fire protection/ Fighting equipments provided in the premises and keep them informed about the Fire emergency evacuation plan.</p> <p>iv. Keep proper Liaison with city Fire Brigade, and</p> <p>v. Ensure that all Fire precautionary measures are observed at all times.</p> <p>vi. The work is performed both inside and outside.</p> <p>vii. It involves hazards of fire & smoke</p> <p>viii. Working in computerized environment as well as visits</p> <p>ix. Public dealing is involved.</p> <p>x. Should have functional communication skills</p>
10	Architects / Civil Engineers Group A	<p>i. Process of Designing, planning, identifying the works/ measures required, preparing tenders, estimation of cost, bill of quantity, site supervision, testing at site, quality control certification of bills, knowledge of structural design, estate management, repairs and maintenance to properties, preparing pert chart, budgeting etc.</p> <p>ii. To guide, supervise and inspect construction work from time to time to ensure execution according to plan.</p> <p>iii. To consult engineer and specialist and get light and power fittings, sanitary fittings etc. done by them.</p> <p>iv. To approve payment on correct execution of work.</p> <p>v. Should have functional communication skill</p> <p>vi. The work is performed both inside and outside.</p> <p>vii. It involves hazards arising out of construction activities</p> <p>viii. Working in computerized environment as well as visits</p> <p>ix. Public dealing is involved.</p> <p>x. Should have functional communication skills</p>
11	Technical Officers Group A	<p>i. Preparing techno-economic feasibility reports for projects of medium to large size industries</p> <p>ii. Study performance of existing machinery and suggest level & types of credit facilities.</p> <p>iii. Inspect work in workshop at different stages of production.</p> <p>iv. Perform Credit Analysis (Worthiness) and process Loan proposals.</p>
		<p>v. Inspect the Business Unit as well as the Bonafides of the prospective Barrower as a part of the Credit dispensation process.</p> <p>vi. Conduct due diligence, compile and submit Credit worthiness reports to the competent authority.</p> <p>vii. Process new / Renew Credit proposals in a timely manner and put forth comment / recommendations to appropriate authority as per Banks Loan policy guidelines.</p> <p>viii. Attend to various queries raised by vetting/ recommending authority on Credit.</p> <p>ix. Ensure compliance of data related to advance proposals and submission of reports to the Regional Office.</p> <p>x. Perform the role of a people manager by setting performance goals of subordinates and monitoring their performance.</p> <p>xi. Providing developmental guidance and direction as and when required.</p> <p>xii. Handle the Credit portfolio, Processing & Appraisal of</p>



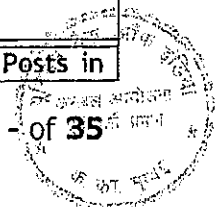
		<p>loan applications, Monitoring of borrowal accounts, Project Finance, Infrastructure Financing, Mergers & Acquisitions, Lending Automation solutions, etc.</p> <p>xiii. The work is performed both inside and outside.</p> <p>xiv. Working in computerized environment as well as visits</p> <p>xv. It may involve working in hazardous conditions</p> <p>xvi. Public dealing is involved.</p> <p>xi. Should have functional communication skills</p>
12	Information Technology Officers Group A	<p>i. Work on Core Banking Solutions (CBS) & its implementation in Bank</p> <p>ii. Maintain & manage networking</p> <p>iii. Collects and dissemination of information</p> <p>iv. Resolve computer software problems in computer in the Bank.</p> <p>v. Designing and developing of software applications</p> <p>vi. Development & Maintenance of Web Sites & Portals;</p> <p>vii. IT security like security design and implementation for E-Business etc.,</p> <p>viii. Setting up of LAN, WAN, MAN, VSATs, Switches etc.;</p> <p>ix. Maintaining all computer and equipments related to IT in proper working condition.</p> <p>x. Managing computer network, solving Hardware & Software problems, install Servers & systems.</p> <p>xi. Attend to technical equipment, plan local area network, internet and networking,</p> <p>xii. Write technical report and involve in business development activities.</p> <p>xiii. Programming of the software and tools for testing and other activities.</p> <p>xiv. Reviewing of IT Security Policy and its implementation, IT Security Architecture Review on the basis of environmental analysis, threats discovered and vulnerabilities found, assist in procurement and installation of Security Devices to create a secured environment, administer 24 x 7 Monitoring of Security Devices, issuing security guidelines, creating user awareness by conducting Workshops and releasing Newsletters, and ensuring compliances to RBI, Government of India, Cert-in Guidelines and IS Audit of IT Security.</p> <p>xv. The work is performed both inside and outside.</p> <p>xvi. Working in computerized environment as well as visits</p> <p>xvii. Should have functional communication skills</p>
13	Economist Group A	<p>i. Assisting in carrying out Economic Analysis, Research & MIS System and guiding his team of Economist.</p> <p>ii. Undertaking Studies relating to Market Trends, Market Share / General Economic conditions using Trend Analysis and Projections,</p> <p>iii. Planning, budgeting and monitoring of the performance of Branches / Regions / Zones / Bank,</p> <p>iv. Preparing Forecast for business indicators from analysis of various magazines / newspapers / publications, etc.,</p> <p>v. Building up of data base and industry profiles,</p> <p>vi. Preparing Notes / Briefs on micro and macro economic</p>



		<ul style="list-style-type: none"> vii. indicators, international trends, etc. viii. The work is performed both inside and outside. ix. Working in computerized environment as well as visits Should have functional communication skills
14	<p>Officers (Asset - Liability / Risk Management)</p> <p>Group A</p>	<ul style="list-style-type: none"> i. Promotion Risk and regulatory compliance by identifying, quantifying, reviewing, evaluating & measuring risk to ensure that all risk categories are identified and managed in accordance with regulatory compliance and audit requirements, approved risk tolerance, risk appetite and strategic plans approved by the Board of Directors. ii. To assist and formulate Bank's Risk Policies. iii. The work is performed inside. iv. Working in computerized environment as well as visits v. Public dealing is involved. vi. Should have functional communication skills
15	<p>Chartered Accountant</p> <p>Group A</p>	<ul style="list-style-type: none"> i. Perform Credit Analysis (Worthiness) and process Loan proposals. ii. Inspect Business Units as well as Bonafides of the prospective Borrower as a part of the Credit dispensation process. iii. Conduct due diligence, compile and submit Credit worthiness reports to the competent authority. iv. Process new / Renew Credit proposals in a timely manner and put forth comment / recommendations to appropriate authority as per Banks Loan policy guidelines. v. Attend to various queries raised by vetting/ recommending authority on Credit. vi. Ensure compliance of data related to advance proposals and submission of reports to the Regional Office. vii. Communicate Credit sanction status to the borrower. viii. Obtain/renew security documents and ensure compliance to all stipulated terms and conditions prior to disbursal. ix. Perform the role of a people manager by setting performance goals of subordinates and monitoring their performance.
		<ul style="list-style-type: none"> x. Providing developmental guidance and direction as and when required. xi. Handle the Credit portfolio, Processing & Appraisal of loan applications, Monitoring of borrowal accounts, Project Finance, Infrastructure Financing, Mergers & Acquisitions, Lending Automation solutions, etc. xii. Handle Taxation matters, Finalization of Accounts, Auditing, Compliance of Regulatory norms etc. xiii. The work is performed inside as well as outside. xiv. Should have functional communication skill The work is performed both inside and outside. xv. Working in computerized environment as well as visits xvi. Public dealing is involved. xvii. Should have functional communication skills
16	<p>Credit Officers</p> <p>Group A</p>	<ul style="list-style-type: none"> i. Perform Credit Analysis (Worthiness) and process Loan proposals. ii. Inspect Business Units as well as Bonafides of the prospective Borrower as a part of the Credit dispensation process.



		<ul style="list-style-type: none"> iii. Conduct due diligence, compile and submit Credit worthiness reports to the competent authority. iv. Process new / Renew Credit proposals in a timely manner and put forth comment / recommendations to appropriate authority as per Banks Loan policy guidelines. v. Attend to various queries raised by vetting/ recommending authority on Credit. vi. Ensure compliance of data related to advance proposals and submission of reports to the Regional Office. vii. Communicate Credit sanction status to the borrower. viii. Obtain/renew security documents and ensure compliance to all stipulated terms and conditions prior to disbursal. ix. Perform the role of a people manager by setting performance goals of subordinates and monitoring their performance. x. Providing developmental guidance and direction as and when required. xi. Handle the Credit portfolio, Processing & Appraisal of loan applications, Monitoring of borrowal accounts, Project Finance, Infrastructure Financing, Mergers & Acquisitions, Lending Automation solutions, etc. xii. The work is performed inside as well as outside. xiii. Working in computerized environment as well as visits xiv. Public dealing is involved. xv. Should have functional communication skills
17	Company Secretary Group A	<ul style="list-style-type: none"> i. Attending to Secretarial duties / functions and will be nominated as "Compliance Officer" for various statutory requirements in terms of Clause 47(a) of the Listing Arrangement. ii. Act as the Secretary to the Audit Committee of the Board as required under Clause 49(11) of the Listing Agreement. iii. The work is performed inside. iv. Working in computerized environment as well as visits v. Public dealing is involved. vi. Should have functional communication skills
18	Dealers Group A	<ul style="list-style-type: none"> i. Conducting forex/money market operations including call money operations/security dealings/treasury/ structuring of financial products/dealing in derivatives and connected operations [forex as well as domestic]. ii. The work is performed inside. iii. Working in computerized environment. iv. Public dealing is involved. v. Should have functional communication skills.
19	Forex Officers Group A	<ul style="list-style-type: none"> i. To understand clients risk exposure and market derivative and other risk management products, to design, develop and market new products to secure new connections of exporters / importers to the bank. ii. The work is performed both inside and outside. iii. Working in computerized environment as well as visits iv. Public dealing is involved. v. Should have functional communication skills.
	Note:	Over & above the Job Profile against each of the 19 Posts in



	<p>Group-A mentioned above, all Staff members in the Officer cadre are subject to the following:</p> <ul style="list-style-type: none"> • Every Officer employee shall, at all times, take all possible steps to ensure and protect the interest of the Bank and discharge his duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of an officer employee. • Every Officer employee shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations. • Every Officer employee shall take all possible steps to ensure the integrity and devotion to duty of all persons for the time being under his control and authority.
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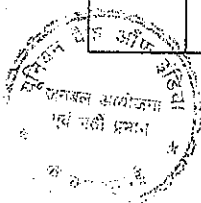
Clerical cadre equivalent to Group 'C' Posts in Government of India

S.No.	Posts	Job Profile
1	Clerical staff / Single Window Operator 'A' Group C	<ul style="list-style-type: none"> i. Receive & Pay cash ii. Makes and receives payments iii. Maintains record of cash transaction in Bank. iv. Makes payment to customers against passed cheques, bills, vouchers, etc. received from different sections of bank after making necessary entries in register. v. Affixes appropriate rubber stamp on cheques, bills etc. vi. Counts cash and examines currency notes and coins to detect counterfeit ones. vii. Makes entries in receipt registers, viii. Initials vouchers and passes them to superiors for signature. ix. Acknowledgement of inward mail received x. Receipt of cheques, drafts, dividend warrants, pay orders & other like instruments other than bills and giving acknowledgements in the counterfoil xi. Delivery of cheque books subject to authorization by competent authority xii. Issue of cash receipts / ESI stamps xiii. Recounting of currency notes xiv. Ensuring the proper contents in covers & envelopes including registered ones before dispatch. xv. Passing and cash payment of all cheques / withdrawal forms / bankers' cheques / gift cheques, etc upto & including Rs.10000/- xvi. Passing independently Clearing & Transfer cheques, vouchers , etc. (Whether Credits or Debits) upto & including s.15000/- xvii. Receipts of Cash & issuance of pre-signed Drafts / Gift Cheques / Travellers' Cheques / pay Orders / bank Orders, etc., upto & including Rs. 15000/- viii. Shall attend to any other duties allotted. xix. Work is performed both inside as well as outside. <p>Notes:</p> <ul style="list-style-type: none"> a. Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory. b. Checking/ verifying would mean that the instrument/ material checked is in order in all respects and also includes verification

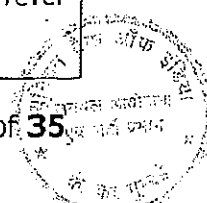


		<p>of signature irrespective of the amount of the instrument and authenticating the same on the instrument / material, initialing the relative entries in the respective books of accounts, manually and / or online.</p> <p>c. Passing includes verification of signatures and scrutiny as to the correctness of endorsement on and other particulars of such instruments. It will also include checking and authenticating the relative entries in the respective books of accounts / ledgers / computer sheets and or online.</p>
2	<p>Single Window Operator 'B'</p> <p>Group C</p>	<p>i. Receive & Pay cash</p> <p>ii. Makes and receives payments</p> <p>iii. Maintains record of cash transaction in Bank.</p> <p>iv. Makes payment to customers against passed cheques, bills, vouchers, etc. received from different sections of bank after making necessary entries in register.</p> <p>v. Affixes appropriate rubber stamp on cheques, bills etc.</p> <p>vi. Counts cash and examines currency notes and coins to detect counterfeit ones.</p> <p>vii. Makes entries in receipt registers,</p> <p>viii. Initials vouchers and passes them to superiors for signature.</p> <p>ix. Acknowledgement of inward mail received</p> <p>x. Receipt of cheques, drafts, dividend warrants, pay orders & other like instruments other than bills and giving acknowledgements in the counterfoil</p> <p>xi. Delivery of cheque books subject to authorization by competent authority</p> <p>xii. Issue of cash receipts / ESI stamps</p> <p>xiii. Recounting of currency notes</p> <p>xiv. Ensuring the proper contents in covers & envelopes including registered ones before dispatch.</p> <p>xv. Passing and cash payment of all cheques / withdrawal forms / bankers' cheques / gift cheques, etc upto & including Rs.20000/-</p> <p>xvi. Passing independently Clearing & Transfer cheques, vouchers , etc. (Whether Credits or Debits) upto & including s.25000/-</p> <p>xvii. Receipts of Cash & issuance of pre-signed Drafts / Gift Cheques / Travellers' Cheques / pay Orders / bank Orders, etc., upto & including Rs. 25000/-</p> <p>viii. Shall attend to any other duties allotted.</p> <p>xix. Work is performed both inside as well as outside.</p> <p>Notes:</p> <p>a. Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory.</p> <p>b. Checking/ verifying would mean that the instrument/ material checked is in order in all respects and also includes verification of signature irrespective of the amount of the instrument and authenticating the same on the instrument / material, initialing the relative entries in the respective books of accounts, manually and / or online.</p> <p>c. Passing includes verification of signatures and scrutiny as to the correctness of endorsement on and other particulars of such instruments. It will also include checking and authenticating the relative entries in the respective books of accounts /</p>

		ledgers / computer sheets and or online.
3	Head Cashier -II Group C	<ul style="list-style-type: none"> i. Receive & Pay cash ii. Makes and receives payments iii. Maintains record of cash transaction in Bank. iv. Makes payment to customers against passed cheques, bills, vouchers, etc. received from different sections of bank after making necessary entries in register. v. Affixes appropriate rubber stamp on cheques, bills etc. vi. Counts cash and examines currency notes and coins to detect counterfeit ones. vii. Keeps cash and other valuables in strong rooms or vaults for safe custody. viii. Makes entries in receipt registers, ix. Initials vouchers and passes them to superiors for signature. x. Acknowledgement of inward mail received xi. Receipt of cheques, drafts, dividend warrants, pay orders & other like instruments other than bills and giving acknowledgements in the counterfoil xii. Delivery of cheque books subject to authorization by competent authority xiii. Receipts of Cash & Issue of cash receipts / ESI stamps xiv. Recounting of currency notes xv. Ensuring the proper contents in covers & envelopes including registered ones before dispatch. xvi. Passing and cash payment of all cheques / withdrawal forms / bankers' cheques / gift cheques, etc upto & including Rs.20000/- xvii. Passing independently Clearing & Transfer cheques, vouchers, etc. (Whether Credits or Debits) upto & including s.25000/- xviii. Issuance of pre-signed Drafts / Gift Cheques / Travellers' Cheques / pay Orders / bank Orders, etc., upto & including Rs. 25000/- xix. Shall attend to any other duties allotted. xx. Work is performed both inside as well as outside. <p>Notes:</p> <ul style="list-style-type: none"> a. Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory. b. Checking/ verifying would mean that the instrument/ material checked is in order in all respects and also includes verification of signature irrespective of the amount of the instrument and authenticating the same on the instrument / material, initialing the relative entries in the respective books of accounts, manually and / or online. c. Passing includes verification of signatures and scrutiny as to the correctness of endorsement on and other particulars of such instruments. It will also include checking and authenticating the relative entries in the respective books of accounts / ledgers / computer sheets and or online.
4	Special Assistants Group C	<ul style="list-style-type: none"> i. Receive & Pay cash ii. Acknowledgement of inward mail received iii. Receipt of cheques, drafts, dividend warrants, pay orders & other like instruments other than bills and giving acknowledgements in the counterfoil



		<ul style="list-style-type: none"> iv. Delivery of cheque books subject to authorization by competent authority v. Issue of cash receipts / ESI stamps vi. Recounting of currency notes vii. Ensuring the proper contents in covers & envelopes including registered ones before dispatch. viii. Passing and cash payment of all cheques / withdrawal forms / Bankers' cheques / gift cheques, etc upto & including Rs.20000/- ix. Passing independently Clearing & Transfer cheques, vouchers, etc. (Whether Credits or Debits) upto & including s.25000/- x. Receipts of Cash & issuance of pre-signed Drafts / Gift Cheques / Travellers' Cheques / pay Orders / bank Orders, etc., upto & including Rs. 25000/- xi. Be accountable and responsible and to ensure that all acts, things and steps necessary are taken for efficient and effective functioning of the department / section under them and their duties will involve looking after and checking the work of other clerk/s and substaff xii. Passing independently, manually or online, cash instruments upto Rs.35000/- and clearing & transfer cheques, vouchers, etc. (whether credits or debits) upto & including Rs.150000/- Passing will include verification of signatures and scrutiny as to the correctness of endorsements on and other particulars of such instruments. There shall be no limits for verification of signatures, passing of authenticated credit vouchers / entries and for verifying authenticated vouchers in the ledgers, books, computer print-outs, etc. xiii. Accept, verify and post cash / transfer / clearing cheques and other instruments, as the case may be, inappropriate books of accounts / ledgers, either manually or online, and give due acknowledgements. xiv. Signing vouchers, cheques, drafts, mail transfer, pay orders, advices such as non-payment advices, inter-branch fate calling advices, bill schedules, demand notices, statements, certificates, etc.
		<ul style="list-style-type: none"> xv. Checking all vouchers, advices, statements, cheques, drafts, etc., bills and books of accounts including current, savings and other ledgers, cash, postal and revenue stamps, franking machine balances, exchange, discount, brokerage calculations and initialling by way of authenticating them for accuracy / correctness xvi. Checking, manually or online, current, savings and other accounts xvii. Checking the coding and decoding of telegrams (excluding check symbols or ciphers) xviii. Discharging, endorsing cheques, bills, etc xix. Perform in a computerised set up, system control functions, either jointly with an officer or independently, upon specific authorization in this regard. xx. Briefly explain the features of Bank's various products and services to customers, to reply their queries and to refer interested customers to appropriate personnel. xxi. Inspecting godown



- xxii. Reminders are sent on time and followed up
- xxiii. Pass sheets / books are filled up and issued promptly
- xxiv. Deposits are renewed on due dates or reminders sent to the parties
- xxv. Standing Instructions are complied with
- xxvi. Bills are accepted and due dates diarized / advised and followed up
- xxvii. Interest, commissions and service charges are collected
- xxviii. Proceeds of bills are received or remitted promptly
- xxix. Confirmation of balance of accounts of the customers and its follow up
- xxx. All securities relating to the department / section of which the special assistant is in charge are secured and / or kept in proper custody and properly handed to the authorized person at the close of the day
- xxxi. Balances promptly taken, tallied and reported and followed up and also returns submitted
- xxxii. Advices and / or duplicate advices / summaries are issued / responded promptly, whenever called for
- xxxiii. Checking the proper recording of entries and all relevant particulars in regard to accounts opened under due authorization.
- xxxiv. Shall attend to any other duties allotted.
- xxxv. Work is performed both inside as well as outside.

Notes:

- a. Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory.
- b. Checking/ verifying would mean that the instrument/ material checked is in order in all respects and also includes verification of signature irrespective of the amount of the instrument and authenticating the same on the instrument / material, initialing the relative entries in the respective books of accounts, manually and / or online.
- c. Passing includes verification of signatures and scrutiny as to the correctness of endorsement on and other particulars of such instruments. It will also include checking and authenticating the relative entries in the respective books of accounts / ledgers / computer sheets and or online.

Over & above the Job Profile mentioned above against each of the Posts in Group-C, all Staff members in the Clerical cadre are subject to the following:

- Perform all duties and functions of their cadre, either online or manually, which does not involve any passing or supervisory function of an Officer of the Bank.
- Perform variety of clerical duties such as maintenance of records, receipt and dispatch of dak, routine correspondence, Data entry operators enter numerical and other data in to electronic equipment for processing and transmission tabulating data, receiving applications for various Banking products and process them.



Subordinate Staff cadre equivalent to Group 'D' Posts in Government of India

S.No.	Posts	Job Profile
1	Driver Group D	<ul style="list-style-type: none"> i. Driving Bank's Vehicles, maintain and effect minor repairs (not requiring a technician's skill). ii. Observing traffic rules and signals. iii. Cleaning and washing Bank's vehicle. iv. Preparation and maintenance of Log Book for the journey. v. The work is performed mostly outside.
2	Daftary Group D	<ul style="list-style-type: none"> i. Obtaining acceptance of bills of exchange, hundies, etc., drawn on local parties or Banks. ii. Collecting payments for cheques, postal orders, Bills, Hundies, etc., from Banks, Post offices, Local parties, etc., iii. Collect cash not exceeding Rs. 5000/- at a time against various instruments, iv. Simple binding of books and registers, Press copying. v. Filing independently letters and other papers in respective files as per instructions marked thereon. vi. Assisting in issuing stationery. vii. Stacking under guidance old records in orderly manner and assisting in giving them out when required, viii. Undertaking the whole process of sorting, arranging, numbering, tallying the total number of stitching the vouchers. ix. Weighs covers of outgoing dak, affixes correct stamps on them and fastens them for posting. x. Attending any other duties allotted. xi. Work is performed mostly inside. Occasional field work is involved.
3	Liftman Group D	<ul style="list-style-type: none"> i. Operate and maintain lift. ii. The work is performed mostly inside.
4	Peon- cum- Hamal Group D	<ul style="list-style-type: none"> i. Manual work collection of keys and open doors, ii. Serve water and any other manual work assigned. iii. Carrying files and registers from one section to another section. iv. Attending any other duties allotted. v. Work is performed mostly inside. Occasional field work is involved.
5	Cash Peon Group D	<ul style="list-style-type: none"> i. To take money orders to buy stamps, etc., which involves carrying of cash not exceeding Rs. 5000/- and to carry insured letters, etc. to post office. ii. To stitch currency note bundles, iii. To stitch and seal parcels and packets containing currency notes iv. To transit cash from the Bank to an office outside or vice versa, if unaccompanied by a watchman / Armed Guard. v. Attending any other duties allotted. vi. Work is performed both inside as well as outside.
6	Bill Collector Group D	<ul style="list-style-type: none"> i. Obtaining acceptance of Bills of exchange, hundies, etc., drawn on local parties or banks. ii. Collecting payments for cheques, postal orders Bills, Hundies etc., from Banks, Post offices, local parties, etc. iii. Collect cash not exceeding Rs. 4000/- at a time against

		<p>various instruments.</p> <p>iv. Attending any other duties allotted.</p> <p>v. Work is performed both inside as well as outside.</p>
7	<p>Watchman</p> <p>Group D</p>	<p>i. Perform watch and ward duties, i.e. to watch or look after the premises or department for the purposes of its safety, security and guard against infiltration and against removal of the bank's property by any unauthorized persons and / or to watch and guard as above the movement of cash from one place to another whether inside the bank's premises or outside where an armed guard is not employed.</p> <p>ii. Patrolling around buildings and premises frequently, examining doors, windows and gates and ensures that they are properly secured and have not been tampered with.</p> <p>iii. Watches for fire hazards, broken water pipes, Presence of unauthorized persons.</p> <p>iv. Reporting irregularities or anything found tampered to authorities.</p> <p>v. Informing police / fire brigade in emergency.</p> <p>vi. Shall attend to and switching off lights, fans, A/C's etc., when not in use.</p> <p>vii. The work is performed mostly outside. The job may require standing/roaming for long hours</p>
8	<p>Housekeeper-cum-Peon</p> <p>Group D</p>	<p>i. Opening and closing the office.</p> <p>ii. Dusting of furniture & fixtures, tables, chairs, doors, windows, floors, ceiling, walls, computers, etc.,</p> <p>iii. Cleaning, sweeping, swabbing, moving things and materials and removes garbage.</p> <p>iv. Cleaning and washing bathrooms, lavatories, drains. etc in phenyl and water.</p> <p>v. Cleaning of carpets & rugs with brush.</p> <p>vi. Washing and cleaning the plates, glass and cups, serving tea & snacks.</p> <p>vii. Spraying periodically DDT or other insecticides.</p> <p>viii. Serve water and any other manual work assigned.</p> <p>ix. Lifting, moving, transferring and carrying things, articles etc from one section to another inside or outside the Bank's premises.</p> <p>x. Carrying files and registers from one section to another section.</p> <p>xi. Simple binding of books and registers, Press copying.</p> <p>xii. Filing independently letters and other papers in respective files as per instructions marked thereon.</p> <p>xiii. Assisting in issuing stationery,</p> <p>xiv. Stacking under guidance old records in orderly manner and assisting in giving them out when required,</p> <p>xv. Undertaking the whole process of sorting, arranging, numbering, tallying the total number of stitching the vouchers.</p> <p>xvi. Weighs covers of outgoing dak, affixes correct stamps on them and fastens them for posting.</p> <p>xvii. Attending any other duties allotted.</p> <p>xviii. Work is performed both inside as well as outside.</p>



9	Armed Guard Group D	<p>The Post is considered as not suitable for Persons with Benchmark Disabilities in view of the Job Profile mentioned below:-</p> <ol style="list-style-type: none"> i. Perform Armed Guard duties i.e. to watch or look after the premises or department for the purpose of its safety, security and guard against attack, or assault, or infiltration and against removal of the Bank's property by any unauthorized person and/or to watch and guard as above the movement of cash from one place to another, whether inside or outside the Bank, for which purpose they are required by the Bank to carry any of the following weapons: (i) Guns, Pistols or any other fire arm; or (ii) Dagger, sword, khukri or spear; or (iii) any other licensed weapon. ii. Operating gadgets like Electronic Alarm systems, CCTV systems, X-Ray machines, Door Frame Metal Detector (DFMD), Hand Held Metal Detector (HHMD), etc., for security of men and materials entering or exiting the Bank's premises. iii. Maintenance and Operation of Fire Alarm systems and Fire-fighting equipments. iv. Work in shifts including night shifts. v. To perform other routine duties of the Subordinate cadre as required by the Management from time to time.
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