

NOTIFICATION FOR APPOINTMENT AS CHIEF FINANCIAL OFFICER
ON CONTRACTUAL BASIS

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 **CHIEF FINANCIAL OFFICER on Contractual Basis**.

2. **Schedule of events:**

Opening date for Applications : **29.03.2020**

Last Date for Applications : **20.04.2020(24.00hrs for online submission)**

(Non-Refundable Application Fee Rs. 1000.00 (inclusive of GST) payable directly in the account of the Bank)

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

1	POST	: CHIEF FINANCIAL OFFICER
2	NO. OF POSTS & LOCATION	: ONE (1) at Mumbai
3	AGE As on 01.03.2020	: Below 55 years.
4	QUALIFICATION	: Essential Qualification: He/She should be a Qualified Chartered Accountant.
5	WORK EXPERIENCE	: Mandatory experience: Fifteen years in Overseeing Financial Operation, preferably Accounting and Taxation matters, in Banks/Large Corporate/PSUs/FIs/Financial Services Organizations, of which 10 years should be in Banks/FIs (of which Five years should be at Senior Management Level).
6	JOB PROFILE	: <ul style="list-style-type: none"> ➤ Responsible for timely preparation and submission of financial statements including profitability statements and Annual Report for the Bank. ➤ Overseeing the Statutory Auditing Process which includes appointment of Auditors, Communication of Guidelines & conduct of Audit throughout the Bank. ➤ Monitoring critical Financial Parameters (Capital Adequacy, Non-Interest Income, ROA, ROE etc.) for the Bank and highlights to top management/vertical heads to take mitigation actions as required. ➤ Communicate both Banks' expected and actual financial performance. ➤ Ensuring Regulatory and Statutory filings and compliances of Direct and Indirect Taxes (GST), various regulators viz RBI, SEBI, MoF etc. Compilation of financial statements in accordance with Indian Accounting Standards (Ind-AS). Policy formulation on the relevant functional area. Ensure preparation and administration of Staff Incentive Scheme (Individual, Group, and Campaign) as per the guidelines of GOI with inputs from Vertical Heads. ➤ Overseeing development and maintenance of MIS Report System to ensure accurate and updated reporting. ➤ Any other work entrusted by the Bank from time to time.

7	LEAVE	: During the period of contractual engagement the candidate will be eligible to avail Paid Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The accumulated leave will not be encashable.
8	PAY COMPENSATION	: The compensation and terms & conditions will be negotiated/ finalized depending upon the suitability of the candidate.
9	SELECTION PROCESS	: The selection will be through Interview & Personal interaction on the basis of eligibility, experience, qualification & performance during Interview/interaction.
10	TERMS OF CONTRACT	: The Chief Financial Officer would Head the Bank's Finance Function for a fixed contractual term of three years with Annual Performance Review. The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice. In case the appointee desires to terminate the contract before the expiry of the contractual period of three years, he / she will have to give to the Bank clear one month's notice or make payment of one Month's fixed component of the compensation in lieu of such Notice.
11	MISCELLANEOUS	: The contract 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 "Recruitment" click the Notification titled "**NOTIFICATION FOR APPOINTMENT AS CHIEF FINANCIAL OFFICER ON CONTRACTUAL BASIS**".
- 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 deposit the appropriate Application Fee in cash. Please obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly issued 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 for filling in application form and as a proof to submit along with duly signed hardcopy of application form.

OR

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.

- f. Fill in the required details in the word file of the Application Format and take a print out of duly filled Application Form. Affix your latest Passport size photograph (signed across) on the application form and sign the application form at the appropriate places.
- g. Please send the following documents by email to recruitment@unionbankofindia.com and ensure that it reaches this office by **20.04.2020 (24.00 hrs)**.
 - 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. Photocopy of the Application Fee Challan/Proof of payment through NEFT with UTR Number

Bank will send a confirmation mail to the applicant/s after receiving the application. In case any applicant does not get the confirmation mail within two working days from the date of emailing the application over mail, they may consider that their application has not reached successfully 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 bring the same for submission along with one set of the requisite documents in support of their eligibility when called for Personal Interview. Also, ensure to bring along the Original Documents in support of eligibility and experience 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.

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/document 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, his/her contract 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 and the application of the candidate will not be considered.
- 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 without assigning any reason thereof.
- 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 fulfill 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 provided by the candidate in the application.
- 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) 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: 27.03.2020

BANK'S VOUCHER										APPLICANT'S COUNTERFOIL									
																			
UNION BANK OF INDIA RECRUITMENT PROJECT - 2020-21 CHIEF FINANCIAL OFFICER ON CONTRACTUAL BASIS										UNION BANK OF INDIA RECRUITMENT PROJECT - 2020-21 CHIEF FINANCIAL OFFICER ON CONTRACTUAL BASIS									
RECRUITMENT APPLICATION FEES PAYMENT CHALLAN										RECRUITMENT APPLICATION FEES PAYMENT CHALLAN									
Opening date of payment -29.03.2020 Last date of payment - 20.04.2020										Opening date of payment -29.03.2020 Last date of payment - 20.04.2020									
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. 1000.00 inclusive of GST Rs. One Thousand only inclusive of GST					Application Fee					Rs. 1000.00 inclusive of GST Rs. One Thousand only inclusive of GST				
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 Authorized 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.																			

APPLICATION FOR APPOINTMENT AS CHIEF FINANCIAL OFFICER ON CONTRACT BASIS

To,

The General Manager (HR),
Union Bank of India,
Manpower Planning & Recruitment Division
12th Floor, HR Department.
Union Bank Bhavan,
239, Vidhan Bhavan Marg,
Nariman Point, Mumbai
Maharashtra -400021

Paste passport
size photograph
and sign across
the photograph

With reference to your advertisement on Bank's Website dated 27-03-2020, for appointment of **Chief Financial Officer on Contractual Basis**, I submit my application on prescribed format as under:

Name in Full In BLOCK Letters:	First Name	Middle Name	Last Name
Father's/ Husband's Name:			
Mother's Name:			
Gender (tick on appropriate box):	Male	Female	
Category (tick on appropriate box):	SC	ST	OBC GEN
Nationality:			
Date of Birth:			
Age: (as on 01.03.2020)	Year -	Month -	
Religion:			
Marital Status:			
Permanent Address:			
Correspondence Address:			
Contact Details:	Landline No.:	Mobile No.:	
		Email ID:	
Details of Non-Refundable Application Fee:	Place of Issue:	Date of Issue:	
If person with Disability (Tick mark)	YES	NO	
Type of disability:			
Percentage of disability:			
Place of Birth:			
Native Place:			

Languages known:	Read	Write	Speak	
Educational & Professional Qualifications (Starting from Graduation): (As on 01.03.2020)				
Exam passed		% Marks obtained		
Work Experience :(As on 01.03.2020)				
Name of the Employer	From	Till	Designation	Responsibilities in Brief
Whether in Service:			YES / NO	
If NO, Date of VRS/CRS/Resignation Etc. (With Proof thereof):				
If YES, Name of Organization:				
Total Work Experience (in years):				
Position Last Held/Current Position:				
Exposure of Sector:				
No. of Years Worked in Senior Executive Level in Relevant Filed:				
Disciplinary Action if any:				
Major Illness as on date if any:				
Awards / Recognitions:				

Extra Ordinary Achievements, if any:

DECLARATION:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment for the said post is liable to be cancelled/ terminated at any stage and if appointed, my services are liable to be terminated. I am willing to serve anywhere in India.

I hereby agree that any legal proceeding in respect of any matter of claims or disputes arising out of this application and/ or out of said advertisement can be instituted by me only at Mumbai and Courts/ tribunals/ forums at Mumbai undertake to abide by all the terms & conditions mentioned in the advertisement displayed on Banks website dated.27-03-2020 .

Place:

Signature

Date:

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.