

**NOTIFICATION FOR ENGAGEMENT AS CHIEF SECURITY 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 Security Officer on Contractual Basis.

2. **Schedule of events:**

Opening date for Applications : 05.12.2016

Last Date for Applications : 15.12.2016

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

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

1	POST	: CHIEF SECURITY OFFICER
2	NO. OF POSTS	: ONE (1) UNRESERVED
3	AGE (As on 01.12.2016)	: Minimum - 52 years & Maximum - 58 years
4	EDUCATIONAL QUALIFICATION	: Graduate in any discipline from a recognized University or any equivalent qualification recognized as such by Government authority.
5	ELIGIBILITY	: Retired / In-service officer of the rank of Brigadier in the Indian Army or its equivalent rank in Indian Navy / Indian Air Force with at least two years service in that grade / scale or above and Medical Category of Shape-1.
6	WORK EXPERIENCE (As on 15.12.2016)	: Minimum 20 years of commissioned service in the Indian Armed Forces and having operating and working knowledge of Computerized working environment & systems.
7	JOB PROFILE	: Chief Security Officer shall report to the General Manager in-charge of Security Division. He will work as Head of Security Division in the Bank and will look after and be responsible for the total security and safety aspects of Bank's Premises / Assets / Systems as also Human life, including Planning Strategies, Advising, Upgrading & Optimizing Technology / Equipments, Budgeting, Insurance, Monitoring, Auditing, Training, Liaisoning with authorities, Reporting, etc. and all such activities necessary for efficient administration and functioning of Security and Safety mechanism in the Bank.
8	SELECTION PROCESS	: Through Personal Interview.

#### 4. Terms and Conditions of Contract - Chief Security Officer

<b>1</b>	<b>Tenure of Contract</b>	:	2 Years, subject to review after twelve months. To be extended by one year at the discretion of the Bank, subject to a maximum tenure of 3 years.
<b>2</b>	<b>Location</b>	:	At the Bank's Central Office in Mumbai.
<b>3</b>	<b>Reporting Officer</b>	:	The Chief Security Officer will be reporting to and functioning under the General Manager (HR) at Central Office.
<b>4</b>	<b>Infrastructural facilities</b>	:	Provision of PC, Laptop/Tablet, Email-ID, Letter-Head and Visiting Cards, as applicable to an Officer in TEGS-VI in the Bank to be used only for official purposes and not for any personal purposes.
<b>5</b>	<b>Compensation</b>	:	<p>a. Lumpsum compensation of Rs. 160,000/- (Rupees One Lac Sixty Thousand only) p.m. with yearly increment of Rs.20,000/- (Rupees Twenty Thousand only), to be paid on proportionate basis, on or before 10<sup>th</sup> day of subsequent month for which the compensation relates, subject to deduction of Taxes at source, by way of credit to the Bank account of the contractee.</p> <p>b. The contractee will not be entitled for any other allowances / terminal benefits / reimbursements whatsoever.</p> <p>c. However, Chairman &amp; Managing Director, at his discretion may sanction any other allowances / benefits / reimbursements, valued at not more than Rs.25000/- p.m., at any time of the contract.</p>
<b>6</b>	<b>Perquisites</b>	:	<p>a. Provision of Bank's residential quarters with furniture and fixtures as applicable to an Officer in TEGS-VI in the Bank.</p> <p>b. Provision of Bank's Vehicle during the period of the contract, as applicable to an Officer in TEGS-VI in the Bank.</p> <p>(i) Bank's Vehicle can be used only for official purposes, generally within the local area and with prior permission for outstation visits.</p> <p>(ii) Bank's Vehicle can be either self-driven or can be driven by a person possessing a valid driving license.</p> <p>(iii) Contractee will not be entitled for Salary &amp; allowances of the Driver, Fuel and Washing expenses of the Bank's Vehicle which will have to be borne by the contractee.</p> <p>(iv) Insurance and all other expenses including Maintenance of the Vehicle will be borne by the Bank.</p>

7	Reimbursements :	<p>a. Restricted to Travel expenses &amp; allowances (TE/TA) for official tours undertaken in India, as per Bank's rules.</p> <p>b. Tour Programme alongwith the purpose of tour and travel details, should be got approved from the General Manager (HR), preferably in advance.</p> <p>c. Entitled to travel by Train (AC 1<sup>st</sup> First Class) or by Air (Economy class). Alternatively, entitled to travel by Taxi or by own vehicle, with prior written permission from the General Manager (HR).</p> <p>d. In case of travel by own vehicle, reimbursement will be @ Rs.9/- per km., while for other mode of travel the same will be at actuals.</p> <p>e. Entitled for Lodging Charges &amp; Daily Halting Allowance, while on Travel to outstation tours, as per rates given below:</p> <table border="1" data-bbox="539 808 1321 1111"> <thead> <tr> <th>S. No.</th> <th>Classification of Area</th> <th>Daily Lodging Charges (Rs.)</th> <th>Daily Halting Allowance (Rs.)</th> </tr> </thead> <tbody> <tr> <td>i</td> <td>Metro Cities</td> <td>6800</td> <td>1800</td> </tr> <tr> <td>ii</td> <td>Major 'A' Class cities</td> <td>6800</td> <td>1300</td> </tr> <tr> <td>iii</td> <td>Places under Area-I</td> <td>3400</td> <td>1100</td> </tr> <tr> <td>iv</td> <td>Other Places</td> <td>3000</td> <td>950</td> </tr> </tbody> </table> <p><b>Note: Actual Luxury Tax &amp; Service Tax will also be reimbursable but Service Charges will not be reimbursable.</b></p> <p>f. The final bill containing the full details of the tour along with all the supporting documents, tickets, boarding pass, cash memos, receipts, invoices, etc., in originals, will have to be submitted manually within 7 working days after completion of the tour to the HR department for sanction of the same by the General Manager (HR).</p> <p>g. The geographical limits of Municipal Corporation of Greater Mumbai, Districts of Thane and Raigad will be considered as local areas. All other places will be reckoned as Outstation.</p> <p>h. One day shall comprise of a period of above 8 hours up to 24 hours and part thereof.</p>	S. No.	Classification of Area	Daily Lodging Charges (Rs.)	Daily Halting Allowance (Rs.)	i	Metro Cities	6800	1800	ii	Major 'A' Class cities	6800	1300	iii	Places under Area-I	3400	1100	iv	Other Places	3000	950
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8	Leave & Leave Encashment :	<p>a. Entitled for Casual Leave @ 1 day per month.</p> <p>b. May avail a total of 12 days leave during a period of 12 months, subject to sanction by the General Manager (HR), of which, not more than four working days can be availed at a time.</p> <p>c. This is apart from Sundays, 2<sup>nd</sup> &amp; 4<sup>th</sup> Saturdays and Public Holidays declared under NI Act.</p>																				

			<p>d. Not entitled for any other kind of leave including medical, sick, privilege, etc.</p> <p>e. Balance of leave shall not be allowed to be carried over to next year.</p> <p>f. The accumulated leave, if any, will not be encashable.</p> <p>g. Leave application containing all the relevant details should be submitted manually to the General Manager (HR) for sanction.</p> <p>h. As far as possible, prior written sanction should be obtained from the General Manager (HR) before commencement of leave.</p>
9	<b>Non-Permissibles</b>	:	Not entitled for availing any type of Staff Loans & Advances, Medical Aid/ Facilities, Superannuation Benefits, Leave Travel Concession, Leave Encashment, Mobile Handset & Usage charges, Conveyance, Entertainment, Newspaper/ Periodicals & Cleaning expenses, Insurance & Staff Welfare Schemes or any other benefits/ reimbursements whatsoever.
10	<b>Surrender</b>	:	On the last day of the contract, the Contractee shall surrender all the articles, gadgets, vehicle, residential quarters, furniture & fixtures, etc. provided by the Bank during the tenure of the contract.
11	<b>Confidentiality and Secrecy Clause</b>	:	Contractee is expected to maintain secrecy about the affairs / business transactions of the Bank or of any person/entity having any commercial dealing with the Bank and shall not communicate or allow to be communicated to any person not legally entitled thereto, any information relating to affairs of the Bank. A Fidelity and Secrecy agreement in the Bank's proforma shall have to be executed in this regard.
12	<b>Seniority Clause</b>	:	Contractee shall have no claims as to seniority, amongst the Regular employees / Officers of the Bank.
13	<b>Termination of Contract</b>	:	The contract can be terminated by the Bank as well as by the contractee, before the expiry of the contractual period, by giving 1 month's notice or on payment of 1 month's Honorarium applicable at the time of termination of the contract in lieu of such notice.

## 5. 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 ENGAGEMENT AS CHIEF SECURITY 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 9.
- 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](mailto:recruitment@unionbankofindia.com) and ensure that it reaches this office latest by **15.12.2016**.
  - 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
  - v. Scanned copy of discharge certificate/relieving letter (in PDF format) received from Indian Army / Indian Navy / Indian Air Force
  - vi. Photocopy of Receipted 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.*

## 6. 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 engagement 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 engagement 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 engagement, his / her contractual engagement 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: 01.12.2016**





BANK'S VOUCHER										APPLICANT'S COUNTERFOIL									
																			
UNION BANK OF INDIA RECRUITMENT PROJECT - 2016 CHIEF SECURITY OFFICER ON CONTRACTUAL BASIS										UNION BANK OF INDIA RECRUITMENT PROJECT - 2016 CHIEF SECURITY OFFICER ON CONTRACTUAL BASIS									
RECRUITMENT APPLICATION FEES PAYMENT CHALLAN										RECRUITMENT APPLICATION FEES PAYMENT CHALLAN									
Opening date of payment -05.12.2016 Last date of payment - 15.12.2016										Opening date of payment -05.12.2016 Last date of payment - 15.12.2016									
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.																			