

**UNION BANK RECRUITMENT PROJECT 2017-18 (SPECIALIST OFFICER)
RECRUITMENT NOTIFICATION**

1. Union Bank of India (herein after called the Bank), a leading listed Public Sector Bank with Head Office in Mumbai and having Pan India, as well as, Overseas presence, invites On-line Applications for recruitment to the following post in Specialized Segment.

POST CODE	POST	SCALE / GRADE	BASIC PAY SCALE*	VACANCIES**
01	Credit Officer	II	31705-1145/1-32850-1310/10-45950	200

*In addition, Special Allowance, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank. Further, the officer will also be eligible for amenities like residential quarters/lease rent in lieu of quarters, LFC, reimbursement of medical/hospitalization expenses and other perquisites as per the policy of the Bank.

** The number of vacancies are tentative and can be changed at sole discretion of the Bank.

Note: The selected candidate can be posted at any Branch / Office of the Bank at sole discretion of the Bank. Hence, the candidates willing to work at any of the Branch / Office of the Bank need only apply.

The reservation in the above noted vacancies** is as under:

Post	Scale / Grade	SC	ST	OBC	UR	Total	Within which for PWDs			
							VI	HI	OC	MoD
Credit Officer	II	49	24	65	62	200	2	2	2	2

Note: The Bank reserves its right to interchange the number of reserved vacancies in various categories as per Government Guidelines.

2. SCHEDULE OF EVENTS:

Start Date for payment of fees / intimation charges and submitting the ON-LINE application.	04.10.2017, 00:00 Hrs
Last Date for payment of fees / intimation charges and submitting the ON-LINE application.	21.10.2017, 24:00 Hrs

Note: Applicants are advised to apply only after carefully reading and understanding the contents of this notification.

3. ELIGIBILITY CRITERIA:

The applicants intending to apply should ensure that they fulfill the eligibility criteria specified herein below before applying.

It should be noted that the eligibility criteria specified herein is the basic criteria for applying for the posts. However, merely applying for / appearing for and/or qualifying at any stage of selection process for the posts does not imply that a candidate will necessarily be eligible for employment / confer right on him / her for appointment in the Bank.

(A) Nationality / Citizenship:

An applicant must either be

- (i) a citizen of India, or
- (ii) a subject of Nepal, or
- (iii) a subject of Bhutan, or
- (iv) a Tibetan refugee, who migrated to India before 1st January 1962, with the intention of permanently settling in India, or
- (v) a person of Indian origin who has migrated from Pakistan / Burma / Sri Lanka / East African countries of Kenya / Uganda / the United Republic of Tanzania (formerly Tanganyika and Zanzibar) / Zambia / Malawi / Zaire / Ethiopia or Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii) / (iii) / (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India before the date of this notification.

(B) Age, Educational Qualification and Post Qualification Work Experience

POSTCODE 01: 200 Vacancies of Credit Officers (MMGS-II)

Age:

Minimum : 23 years

Maximum : 32 years

Educational Qualifications:

Bachelor's degree in any discipline with minimum 60% aggregate marks from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

Note: Candidates having professional qualification like MBA (Finance) / CA/ ICWA/ CFA/ FRM/ CAIIB from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies will be preferred.

Post Qualification Work Experience:

Post Qualification Work Experience in processing of credit proposals in officer cadre with any Scheduled Commercial Bank for a minimum period of two years immediately preceding the cut-off date of application as per this Notification is mandatory.

Note: A relaxation of 5% would be available in the minimum marks required under the eligibility criteria of Educational Qualification to the candidates belonging to Reserved Category, as per the Government guidelines.

Cut-off dates for eligibility:

- The Cut-off Date for the purpose of eligibility in **Age criteria** shall be the 1st day of the month in which online registration commences i.e 04.10.2017.
- The Cut-off date for the purpose of eligibility in respect of **Educational Qualification** shall be the last date for online registration as notified i.e. 21.10.2017. The date of passing the examination, which is reckoned for eligibility under the parameter of educational qualification, will be the date appearing on the mark sheet/passing certificate, whichever is earlier. The applicants should indicate the percentage calculated to the nearest two decimals in the online applications. Where CGPA / SGPA / OGPA are awarded, the same should be converted into percentage and indicated in the online application.
- **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of

honors/optional/additional optional subjects, if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honors marks only.

- **The fraction of percentage so arrived should not be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.**
- In case of OBC, Certificate with relevant clause pertaining to non-creamy layer, should be valid as on date of interview if called for (i.e. It should be issued within one year prior to the date of interview, if called for).
- The cut-off date for Post qualification experience will be the last date of online registration given in this notification i.e. 21.10.2017. Only full time experience as a permanent employee after acquiring the educational qualification notified for eligibility will be considered. The candidate must provide the proof of the claimed work experience. The experience certificate(s) for the period given in the online application should be issued on the prescribed format (The prescribed format of Experience certificate is available as **Annexure-II** with this notification) under signatures of the Competent Authority at the Controlling Office / Head Office level of the respective employer/s, clearly stating the period, Post(s) held and nature of duties performed by the applicant. **The copies of the Appointment Letters, Salary Certificates, Pay slip etc. will not be accepted in lieu of Work Experience Certificate.** The applicant will not be allowed to participate in the process on the basis of Appointment Letters, Salary Certificates, Pay slip etc. His /Her candidature shall be cancelled at any stage, even after his / her selection / appointment in the services of the Bank on the basis of Appointment Letters, Salary Certificates, Pay slip etc.

(C) Relaxation in upper age limit:

SN	Category	Age
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons with Disability (PWD) - a. Blindness and low vision (VI); b. deaf and hard of hearing (HI); c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (OC); d. autism, intellectual disability, specific learning disability and mental illness; e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities (MoD)	10 years
4	Ex-Servicemen, Commissioned Officers, including ECO's / SSCO'S, who have rendered at least 5 years military service and have been released on completion of assignment (Including those, whose assignment is due to be completed within the next one year from the date of notification) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
5	Persons ordinarily domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

Note: The relaxation in upper age limit to SC / ST / OBC applicants is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in point C (3) to C (6). However, it is subject to a maximum upper age limit of 50 years. The applicants, who are coming under creamy layer, are not

entitled to the benefits of OBC reservation and such applicants should indicate their category in the online application as General / Unreserved.

- (a) An Ex-servicemen, who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government job ceases.

There is no reservation for Ex-servicemen in the vacancies in Officers' Cadre.

(D) Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies reported to IBPS by Participating Organisations.

(i) Guidelines for Persons With Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the selection process.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the online examination under this selection process. If violation of the above is detected at any stage of the process, candidature for selection process of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for candidates with locomotor disability and cerebral palsy

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

4. PROBATION PERIOD:

The selected candidates will be on Probation for a period of 2 years of active service from the date of his / her joining the Bank.

5. SERVICE INDEMNITY BOND:

The selected candidates will be required to execute a Service Indemnity Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of Rs.250000.00 (Rs.Two Lac Fifty Thousand Only) plus GST and all other taxes as applicable as per Government rules in case he / she leaves the Bank before completion of 3 years of active service.

6. SELECTION PROCESS:

The selection process may comprise of Online Examination / Group Discussion (if conducted) and / or Personal Interview. The Bank reserves the absolute right to decide as to whether to use all or any of these modes for selection for the notified posts.

(a) Online Examination / Test:

The structure of the Online Written Examination, if conducted, will be online and will consist of the following tests:

SN	Name of the Tests	No. of Questions and Maximum Marks
1.	Reasoning	50 multiple choice questions carrying a total of 25 marks
2.	Quantitative Aptitude	50 multiple choice questions carrying a total of 50 marks.
3.	Professional knowledge relevant to the post.	50 multiple choice questions carrying a total of 100 marks.
4.	English Language	50 multiple choice questions carrying a total of 25 marks
Total Duration of Examination will be of 120 minutes		Total 200 multiple choice questions carrying a total of 200 Marks.

The above tests except the test of English language will be available bilingually i.e. English and Hindi.

The Bank also reserves the right to alter the structure of the online examination.

NOTE: The Bank will be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred / concluded that the responses have been shared and the scores obtained are not genuine / valid, the Bank reserves right to cancel the candidature of concerned candidates.

Penalty for wrong Answers:

There will be a penalty for wrong answers marked in the online examination. For each question for which a wrong answer has been given by the applicant, one fourth or 25% of the marks assigned to that question will be deducted as penalty to arrive at final score. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer. If a question is left blank, i.e. no answer is marked by the applicant; there will be no penal mark for that question.

(b) Personal Interview

A Personal Interview of 50 marks shall be conducted to assess the academic & job knowledge, power of expression, clarity of thought, qualities of leadership, extracurricular activities, hobbies, general demeanor, behavior, communication skills, suitability for the post, etc. of the applicant. The minimum qualifying marks for the Personal Interview would be 25 marks (22.5 marks for Reserved Category applicants). The applicants not securing the minimum qualifying marks in the Personal Interview will be disqualified for selection.

(c) Important Notes:

- i. The applicants will be called for the Online Examination / Group Discussion (if conducted), on the basis of the information provided by them in their On-line Applications without verification of their age or qualification or category or any other eligibility criteria. The applicants must, therefore, ensure that they fulfill all the notified eligibility criteria as on the cut-off date prescribed in this notification, have possession of the requisite documents / certificates specified by the Bank, and that the particulars furnished in their On-Line Application are complete, true and correct in all respects. Merely appearing in the Online Examination / Group Discussion (if conducted) and / or passing the Online Examination / Group Discussion (if conducted) and / or being called by the Bank for the Personal Interview shall not imply that the Bank is satisfied about the eligibility of the applicant.
- ii. The applicant shall be required to qualify in each Test of the Online Examination / Group Discussion (if conducted) as per cut-off marks, subject to minimum qualifying marks in the aggregate of 200 marks, both of which will be fixed by the Bank.
- iii. Generally, depending on the number of vacancies, only those applicants who have secured the minimum category-wise and test-wise cut-off marks to be decided for Online Examination / Group Discussion and rank sufficiently high in the order of merit based on the total marks scored in the Online Examination / Group Discussion shall be called for Personal Interview in the ratio of 1:3 for General / Unreserved applicants and 1:5 in case of applicants belonging to the Reserved Categories. In other words generally, for every single post in General and Reserved category, 3 General and 5 Reserved Category applicants respectively would be called for the Personal Interview depending upon their ranking as per the marks obtained by them. However, the Bank reserves its right to call for the Personal Interview applicants otherwise than in the above ratio at its sole discretion.
- iv. The applicants may also be called directly for Personal Interview without holding of Online Examination / Group Discussion. The Bank reserves its right to call any number of applicants for the Personal Interview at its sole discretion.

- v. After the selection process, the applicants, who secure more than the prescribed minimum qualifying marks in the used selection processes, will be ranked in a descending order on the basis of the aggregate marks obtained in the Online Examination / Group Discussion and / or Personal Interview under the respective SC / ST / OBC / GEN Categories.
- vi. Subject to the vacancies available under the respective Category, only those candidates, who pass the Online Examination / Group Discussion, if conducted, as well as, the Personal Interview will be short-listed for selection in the order of the Merit / Rank obtained by them under the respective Category.

7. EXAMINATION CENTERS:

The Online Examination, if conducted, may be tentatively held on 25.11.2017 at the following centers:

(a) Bengaluru (b) Delhi (c) Kolkata (d) Lucknow (e) Mumbai.

However, the Bank reserves its right to decide the examination centers and dates at its sole discretion. The full address of the Venue and the Date will be advised in the Examination / Group Discussion Call Letters, which will be issued in case the Bank decides to hold the Online Examination / Group Discussion. In case the Online Examination / Group Discussion is held, the call letters can be downloaded from the Bank's website 'www.unionbankofindia.co.in' under "Careers" link.

Note: *Request for change in allotted examination centre will not be entertained. The Bank reserves the right to allot the candidate any Center, to prepone / postpone / reschedule the Online Examination / Group Discussion Dates and / or to add to or delete or modify / change the Examination / Group Discussion Centre and the Venues and / or to cancel the Online Examination / Group Discussion without assigning any reason.*

The venue & date of Personal Interview will be decided and informed in due course to the applicants shortlisted for the same.

8. CAREER PATH IN THE BANK:

Candidates selected in the above recruitment process will be recruited as Credit Officers in Specialized Segment in the Bank. Their Career Path as Specialist Officers in the subject category will be restricted upto Senior Management Grade Scale IV after which they will be allowed to participate in promotion in the Bank to higher Grade / Scale along with other General Banking Officers in that Scale, if they are otherwise eligible and fulfill the prescribed norms as per the Bank's Promotion Policy.

9. HOW TO APPLY:

The candidates can apply only online from 04.10.2017 to 21.10.2017 (both days inclusive) and no other mode of application will be accepted.

Prerequisite for applying online:

Before applying online, candidates should:

- i. Scan their photograph and signature, ensuring that both conform to the required specifications given as **Annexure-I** with this notification.
- ii. Keep the necessary details of Educational Qualification, Post Qualification Work Experience and other personal details handy for entering in the online application.

- iii. Create a valid personal email ID, if not already done. The email ID should be kept alive for entire duration of the recruitment process. Under no circumstances, the applicant should share email ID with any other person. Third party email ID is not permitted.

Non-refundable Application fees/Intimation Charges (payable only through online mode):

Category of Applicant	Amount Payable*
For GEN & OBC	Rs.600.00 (application fees)
For SC/ST/PWD candidates	Rs.100.00 (intimation charges)

**The transaction charges, if any, for Online Payment of application fees / intimation charges will have to be borne by the applicant.*

Note: The Payment of application fees by any other mode except online will not be accepted. Instruments, like Demand Draft / Banker’s Cheque / Indian postal orders received towards payment of application fees / intimation charges will not be accepted under any circumstance. The application fees / Intimation Charges are non-refundable and once paid will not be refunded on any account nor can be held for in reserve for any other examination or selection.

Procedure for applying online:

- i. The applicants are required to go to the Bank’s website “www.unionbankofindia.co.in” and click on the link "Recruitment" under “Careers” page to access the Recruitment Notification titled “**UNION BANK RECRUITMENT PROJECT 2017 - 2018 (CREDIT OFFICER) - RECRUITMENT NOTIFICATION**”. There will be two links named as (1) **Link for Notification** (2) **Link for Online application**. The applicant has to click on first link to download the full notification. The applicant should carefully read and ensure that they fulfill all the eligibility criteria given in the downloaded notification. If the applicant is eligible then he/she may proceed to fill the online application form available as the second link.
- ii. The applicants should completely fill up the online application form and upload their photograph and signature, as per the specifications given in the notification under ‘Guidelines for Scanning’.
- iii. The applicants should very carefully fill in the details in the On-Line Application at appropriate places and click on the “FINAL SUBMIT” button at the end of the Online Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application as it cannot be changed/altered/corrected after final submission.
- iv. The application form is integrated with the payment gateway. The payment can be made by using Debit Cards (RuPay / Visa / Master Card / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets.
- v. If the online transaction has been successfully completed, an e-receipt, Registration Number & Password will be generated. The applicants should note their Registration Numbers and Password for future reference.
- vi. If the online transaction has not been successfully completed then the candidates are advised to login again with their provisional registration number and password and pay the Application Fees / Intimation Charges online.
- vii. The applicants are required to take a printout of the e-receipt and the submitted online application form.

Note:

- After submitting the payment information in the online application form, **DO NOT** press the Back or Refresh button in order to avoid double charge.

- For Credit Card users, all prices are listed in Indian Rupee. In case of non-Indian credit card, the Bank will convert the amount based on its prevailing exchange rates.
- To ensure the security of the data, please close the browser window once transaction is completed.

An email / SMS intimation with the Registration Number and password generated on successful registration of the application will be sent as a system generated acknowledgement to the email ID / Mobile Number specified in the online application form. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application, which is incomplete in any respect, such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.

10. IMPORTANT:

Please note that all the particulars mentioned by the applicants in the online application, including Name, Post Applied, Category, Date of Birth, Address, Mobile number, Email ID, Post qualification experience etc. will be considered final and no modification will be allowed after online submission. No request to consider the candidature under any category other than the one which applied will be accepted. The Bank will not be responsible for any consequence arising out of furnishing of incorrect / incomplete details in the application or omission to provide the required details.

The Bank will not be responsible if the applicant is not able to submit the application within the last date on account of any reason. The candidates are, therefore, advised in their own interest to apply well in time.

Any information submitted by an applicant in his / her application shall be binding on the applicant personally and he / she shall be liable for prosecution / civil consequences in case the information / detail furnished by him / her is found to be false and his / her candidature will be cancelled at any stage even after appointment.

Note: 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 online for the post the candidate should ensure that he / she fulfills each of the eligibility criteria and other norms, including possession of documents, as mentioned in this notification.

11. APPLICATIONS FROM SERVING EMPLOYEES OF THE BANK:

Subject to their fulfilling the eligibility criteria, existing employees of Union Bank of India may apply same as mentioned above and will send a copy of application through proper channel (HR Departments of the Regional Office / Field General Manager's Office under whose jurisdiction they work). Such applicants, if selected, shall resign from their present positions in the Bank and re-join the Bank's service afresh.

12. GENERAL INSTRUCTIONS:

- (a) The call letters for Online Examination / Group Discussion (if conducted) can be downloaded by the eligible applicants from the Bank's website 'www.unionbankofindia.co.in' under "Careers" link. The list of the applicants shortlisted for Personal Interview will be published on Bank's website.

- (b) The details of applicants who are shortlisted and / or qualify for Personal Interview will be displayed on the Bank's website and they will be informed through registered post/speed post on the communication address mentioned in the online application. Candidates may also be informed through email mentioned by the candidates in their online applications. The Bank will not take any responsibility for any delay or failure of delivery of important communication emails/letter to the applicants. Hence, applicants are advised to regularly track their status on the Bank's website.
- (c) The use of calculator, telephone and mobile phone of any kind, pagers or any other such instruments are not permitted during the Online Examination / Group Discussion and / or Personal Interview. The applicants are advised not to bring such gadgets as these will not be allowed inside the venue.
- (d) The Bank will be free to reject any application at any stage of the process. The decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the applicant. In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false / incomplete information or has concealed or suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his / her services shall be summarily terminated without notice.
- (e) The Email address / communication address indicated by the applicant in his / her application shall be deemed to be correct for sending communication to them. Every communication addressed to the applicants on this address / email shall be deemed to have been served upon them.
- (f) The applicant should produce System Generated Application Form and all the documents in original along with one set of photocopies, in support of his / her eligibility as per this notification, if invited for Personal Interview. The applicants failing to produce the Original Documents for verification will not be permitted to participate in the process and their candidature shall stand cancelled.
- (g) The applicants claiming benefit of age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should submit a clear and legible copy of **Disability certificate in the prescribed format issued by the Competent Authority in case of Persons With Benchmark Disabilities** as specified in "**THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016**" in support of their disability. The prescribed format is attached as Annexure-V which if needed, may be printed and made use of. The applicants who fail to produce the certificate will not be allowed to participate in the process.
- (h) The applicants belonging to SC / ST Category should submit a copy of their Caste Certificate issued by the Competent Authority in the format prescribed by the Central Government of India, Dept. of Personnel and Training, Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 and No.36036/8/98-Estt. (Res.) dated 16.03.1999. The prescribed format of the SC / ST Caste Certificate is attached as Annexure-III, which, if needed, may be printed and made use of. The applicant who fails to produce the certificate will not be allowed to participate in the process.

The Other Backward Class (OBC) Certificate to be submitted by OBC applicant should be on the Format prescribed by the Government of India vide Government of India, Dept. of Personnel and Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997 entitled "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA"

and should invariably contain the **'CREAMY / NON-CREAMY LAYER' CLAUSE**. **The certificate should be valid as on date of interview if called for (issued within one year prior to the date of interview if called for).** Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. The prescribed format of the OBC Certificate is attached as Annexure-IV which if needed, may be printed and made use of. *The OBC certificates not on the prescribed format and / or without the creamy / non creamy layer clause will not be accepted and the applicant's candidature will be cancelled and he / she will also not be permitted to participate under the General / Unreserved category.*

- (i) The applicants serving in the Government / Public Sector Undertakings (including Banks and Financial Institutions) should submit a "No Objection Certificate" from the employer.
- (j) The applicants should retain sufficient copies of photographs uploaded by them in online application form. They are also advised not to alter their appearance, like by growing / shaving beard till the recruitment process is over.
- (k) The applicants will appear for the Online Examination and / or Group Discussion (if conducted) and /or Personal Interview, etc. at the allotted centers at their own cost and risk and the Bank will not be responsible for any injury / loss etc. of any nature. However, the eligible outstation SC / ST and Physically Challenged applicants attending the Personal Interview will be reimbursed to and fro Second Class Rail / Ordinary State Transport Bus fare by the shortest route on production of satisfactory evidence of travel along with an application in this regard.
- (l) The applicants are advised to keep track of status of their applications from the Bank's website. The personal and / or telephonic and / or e-mail and / or postal enquiries will not be entertained / responded to.
- (m) The selected applicants, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate / relieving letter/ Experience certificate from their present employer before joining the service of the Bank.
- (n) The appointment of the short-listed / selected candidate is subject to his / her completing the prescribed pre-recruitment formalities, submission of notified documents, Execution of Service Indemnity Bond, Medical Examination and being declared medically fit by Bank's approved Doctor / Medical Centre.
- (o) The appointment of the short-listed / selected candidate will also be subject to receiving the Confidential Reports on conduct and work from their previous employer (s), if any. Further it will also be subject to receiving reports from respectable referees, police verification of antecedents, caste / class verification (all or any of which may be done even after the candidate provisionally joins the Bank).
- (p) Canvassing in any form by an applicant will lead to his / her disqualification in the selection process.
- (q) The applicant should ensure that the signatures appended by him / her at all the places, viz. in his / her application form, call letter, attendance sheet etc. are identical.
- (r) 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.
- (s) The Bank also reserves the right to scrap the entire process or any / all of the notified vacancies at any stage.

(t) In case of any dispute on account of interpretation in version other than English, the English version shall prevail.

(u) Any dispute arising out of this Notification shall be subject to the sole jurisdiction of the Court situated in Mumbai.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

The applicants are advised in their own interest that they should not furnish any false, tampered or fabricated particulars / documents and should not suppress any material information while submitting the online application.

If an applicant is found guilty of using unfair means during the selection process and / or impersonating or procuring impersonation by any person and / or misbehaving and / or resorting to any irregular or improper means in connection with his / her candidature and / or obtaining support for his / her candidature, by any means, he / she, in addition to rendering himself / herself liable to criminal prosecution, shall also be disqualified from the selection process for which he / she is a candidate, debarred from any recruitment process conducted by the Bank and terminated from the services without notice, if he / she has already joined the Bank.

14. IDENTITY VERIFICATION:

The identity of the applicants will be verified and it should be as per his / her details given on the online application form. The applicants should produce photo identity, in form of PAN Card / Passport / Driving License / Voters Card / Aadhar Card for verification as and when required. If the identity of the applicant is in doubt, he / she will not be allowed to appear in the selection process. The decision of the Bank in this regard will be final.

NOTE: It is reiterated that applicants are advised to keep themselves regularly updated about the alerts / communication regarding the selection process through the Bank's website www.unionbankofindia.co.in.

Sd/-

PLACE : MUMBAI
DATE:29.09.2017

GENERAL MANAGER (HR)

Guidelines for Scanning and Uploading of Photograph and Signature

Before applying online the applicant should have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

Photograph Image:

- Photograph should be camera facing, recent passport size colour picture against a light colored, preferably white background. The face should be clearly visible. Caps, Hats and Dark Glasses are not acceptable. Religious Headwear is allowed but it must not cover the face.
- The face should cover 80% of the photograph.
- The dimensions of the photograph should be preferably 200 x 230 pixels.
- The size of picture file should be between 20 kb - 50 kb only.

Signature Image:

- The signature should be made only on White Paper with Black Ink pen.
- The signature should be made only by the applicant.
- The signature will be used on the Application Form, Hall Ticket and wherever necessary.
- If the applicant's signature does not match with the one uploaded on application form, the applicant will be disqualified and his/her candidature cancelled at any stage.
- The dimensions of the signature file should preferably be of 140 x 60 pixels.
- The size of signature file should be between 10 kb - 20 kb only.

Scanning the photograph and signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Set File Size as specified above.
- The image file should be JPG or JPEG format.
- If the file size and format are not as per prescribed criteria, an error message will be displayed.

A link will be provided in the Online Application Form to upload photograph and signature.

Procedure for Uploading the Photograph and Signature:

There will be two separate links for uploading Photograph and Signature.

- Click on the link "Upload Photograph/ Signature"
- Browse and Select the location where the Scanned Photograph/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Open/ Upload' button.

The Online Application will not be registered unless the photograph and signature are uploaded as specified above.

Note:

- i. In case the uploaded photograph or signature is not clear, the applicant may edit his/her application and upload his/her photograph or signature once again. The applications in which the uploaded photographs or signatures is not clear are liable to be rejected.
- ii. After registering online, the applicants are advised to take printouts of their system generated online application forms.

FORMAT OF EXPERIENCE CERTIFICATE

(ON LETTER HEAD OF THE COMPANY/ORGANIZATION)

This is to certify that Shri / Smt / Kumari joined the services of this organization as..... (Designation / Post held) on..... (Date of joining). The details of his / her employment with us are as under:

Period From	Period To	Designation	Nature of duties performed (Clearly define the duties relating to the applied post as mentioned in the recruitment notification) (Post Qualification Work Experience in processing of credit proposals in officer cadre with any Scheduled Commercial Bank for a minimum period of two years immediately preceding the cut-off date of application (i.e., 21.10.2017) as per this Notification <u>is mandatory.</u>)

Name.....

Designation and Department.....

Rubber Stamp

Date:

Place:

Note: The certificate on the above format should be issued by the Competent Authority at the Controlling Office/ Head Office level on the letterhead of the company / organization and a copy of appointment letter from the said company / organization should be attached.

**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

**1. This is to certify that Sri / Smt / Kum* _____
son / daughter* of _____ of village /
town* _____ in District / Division* _____ of the
State / Union Territory* _____ belongs to the _____ Caste/Tribe*
which is recognized as a Scheduled Caste/ Scheduled Tribe* under :**

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;
- [as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act,1987]:
- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment)Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri. / Smt. / Kumari* _____ Father /Mother* of Sri / Smt. / Kumari* _____ of village / town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

**Place: [With seal of Office]
Date : State/Union Territory**

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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**FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Sri/Smt./ Kumari _____
son/daughter of _____ of village/Town
_____ District/Division _____ in the State/ Union
Territory _____ belongs to the
_____ community which is recognized as a backward class under
the Government of India, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated ____*. Shri/Smt./Kumari _____ and/or
his/her family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does not
belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT],
dated 8-9-1993

Dated : _____ District Magistrate
Deputy Commissioner etc.

Seal

* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines. 21

FORM-I
Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Attested Photograph (Showing only) of person with disability	PP size face the with
--	-----------------------------------

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____ Date of

Birth (DD / MM / YY) _____ Age _____ years, male/female Registration No.

_____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose

photograph is affixed above, and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/ She has _____ % (in figure) _____ percent (in words)
permanent physical impairment/blindness in relation to his/her _____ (part of body) as per
guidelines (to be specified)

The applicant has submitted the following documents as proof of residence :-

2. Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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FORM - II
Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____ Date of

Birth (DD / MM / YY) _____ Age _____ years, male/female _____ Registration

No. _____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose

photograph is affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		
7	Any other notified Disability -			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - III
Disability Certificate
(In cases other than those mentioned in Form I and II)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____ Date of Birth

(DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____

permanent resident of House No. _____ Ward / Village / Street

_____ Post Office

_____ District _____ State _____, whose

photograph is affixed above, and am satisfied that he / she is a Case of

_____ disability. His/her extent of percentage physical impairment /

disability has been evaluated as per guidelines (to be specified) and is shown against the relevant

the relevant disability in the table below :

No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		
7	Any other notified Disability -			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

**Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.**