युनाइटेड बैंक ऑफ़ इंडिया/UNITED BANK OF INDIA
प्रधान कार्यालय/Head Office: कोलकाता/Kolkata

Advt No: HRM/Rec/SPL/ 53 /2016   Date: 08.04.2016

United Bank of India a leading Public Sector Bank, invites applications from Indian citizens for appointment of Company Secretary and Security Officers, the details of which are given below:

Important Dates:

Payment of application fees	Candidates can pay application fees through Challan deposit/NEFT
Website Link Open	08.04.2016
Last date for online registration	28.04.2016

Details of vacancies:

Name of the Post	Grade/ Scale	Vacancies
Company Secretary	MMG Scale-II	02
Officer (Security)	JMG Scale-I	05

Reservation in posts:

Scale	No of vacancies					Out of which PWD		
	Total	SC	ST	OBC	UR	OC	VI	HI
MMG Scale-II	2	-	-	-	2	-	-	-
JMG Scale-I	5	-	-	1	4	-	-	-

Abbreviations used:

JMG: Junior Management Grade, MMG: Middle Management Grade SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, UR: Unreserved, PWD: Persons with Disability, OC: Orthopaedically challenged, VI: Visually Impaired, HI: Hearing Impaired.

Note: The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

Emoluments:

Scale	PAY Scale in Rs
JMG Scale-I	23700-42020
MMG Scale-II	31705-45950

DA, HRA, CCA etc. will be paid as per Bank's rules in force from time to time depending upon the place of posting. Medical, LTC, Pension, P.F., Gratuity etc. will be admissible as per Bank's rules.

Probation and confirmation: The selected candidates in MMG Scale-II will be on probation for a period of 1 year and candidates in JMG Scale-I will be on probation for a period of 2 year from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provisions of the United Bank of India (Officer) Service Regulations, 1979.

Posting and Transferability of the selected candidates: The selected candidates are liable to be transferred anywhere in India.

1. Eligibility Criteria: Nationality/ Citizenship:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over 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 and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview to be conducted by the Bank but on final selection the offer of appointment will be given only after the Govt of India has issued the necessary eligibility certificate to him/her.

2. Age, qualification and experience as on 01.04.2016 for the above posts are prescribed as under:

SI	Name of the Post	Scale	Age	Educational Qualification	Experience
1	Company Secretary	MMG Scale-II	Min 21 years and Max 35 years	Minimum Graduate from a recognized University and Associate member of the Institute of Company Secretaries of India. LLB/LLM will be an added advantage.	Minimum 2 years post qualification experience in a Listed Company. Experience should be as a full time permanent employee.

2	Security Officer	JMG Scale-I	Min 21 years and Max 40 years	Minimum Graduation or any equivalent qualification	Worked as Junior commissioned Officer in Army/ Navy/ Air Force for at least 5 years or Officer in the rank of Inspector of Police or equivalent in Paramilitary forces/ Sub Inspector in investigating cadre having at least 5 years of working experience in the same rank.

Note:

1. Degrees obtained from the colleges/ universities recognized by the UGC/AICTE/ Govt. of India only will be considered.

2. In addition to the qualification and experience, the Candidates should have working knowledge in computers; MS Office etc.Year-wise/Semester-wise marks sheets of each year/semester in respect of the qualifying examination from the University concerned should be produced.

3. Relaxation in Upper age limit: (In case of candidates belonging to the following categories).

Sl	Categories	Relaxation by number of years
1	SC/ST	by 5 years
2	OBC	by 3 years
3	Physically challenged	by 10 years
4	Ex- Servicemen	by 5 years
5	Persons domiciled in the state of J & K during the period from 01.01.1980 to 31.12.1989	by 5 years

  i.   The relaxation in upper age limit is cumulative as per Govt of India guidelines.
 ii.   An ex-serviceman who has once joined a Government job on civil side after availing the benefits given to him as an ex-serviceman for his re-employment, including a job in the Public Sector Undertaking ceases to enjoy ex- serviceman status for further employment.
iii.   All persons eligible for age relaxation under 5 above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
 iv.   Above relaxation are available only if the candidate fulfils the various conditions prescribed in the Govt of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Community Certificate.

4. Selection Procedure:

The selection will be made on the basis of Group Discussion and Personal Interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Group Discussion and Personal Interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening / short listing with reference to candidate's qualification, suitability, experience etc. Selection process may vary depending upon the number responses received against each post.

However the Bank reserves the right to conduct an online examination, in case, the number of applications received from eligible candidates is reasonably high for screening / short listing the candidates for Group Dissuasion and Personal Interview. The details of the online written test, if any shall be communicated to the candidates in advance.

Subject to the vacancies available under the respective category, only those candidates who pass the Group Discussion (GD) and Personal Interview will be shortlisted for selection in the order of merit/ rank obtained by them under the respective category.

Please note that in case the Bank decides to conduct the online examination, such online examination will be conducted at cities in Ahmadabad, Bengaluru, Chennai, Delhi, Guwahati, Hyderabad, Kolkata and Mumbai. The date and structure of the examination will be intimated accordingly. Bank, reserves the right to cancel or add any centre, depending upon number of candidates applied.

The selection process may vary depending on the response received and at the discretion of the Bank.

5. Identity Verification:

The candidate should, while appearing for the online examination, Group Discussion/Personal Interview, produce for verification and submit photo copies, if required, of the original call letter, fee payment receipt, photo identity such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph. If the identity of the candidate is doubtful, the candidate will not be allowed to appear for the online examination, Group Discussion and Personal Interview.

6. Application fee (Non-refundable)

SC/ST/PWD(intimation charges)	Rs 100/-
All others including OBC(intimation charges + application fee	Rs 600/-

The fee for SC/ST/PWD is towards intimation charges only and for all others the fee includes intimation charges of Rs 100/-.

7. Mode of Payment

i. Candidates have to make the payment of requisite fees / intimation charges by deposit of the fee through deposit challans to be obtained from Bank's website for credit to collection A/c No **0389050194266** titled "**UNITED BANK OF INDIA SPECIALIST OFFICERS' RECRUITMENT PROJECT**".
ii. Candidates may also deposit the fee through NEFT in the mentioned account having IFSC NO **UTBI0OCH175.**

No other form for remittance of fees will be accepted.
The payment towards application fee through challans deposit/ NEFT can be made between 08.04.2016 to 28.04.2016.
The CBS fee payment challans/ NEFT receipt if made through any Bank Branch contains two parts. The first part will be retained by the branch. The candidate's copy of the fee payment challans / NEFT receipt is to be retained by the candidate. If the NEFT payment has been made through internet banking, the cyber receipt generated is to be retained by the candidate.

8. General Eligibility:

Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates:
The appointment of selected candidates will be made subject to their being declared medically fit by a

Doctor or a panel of Doctors approved by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

9. General Instructions

i. Candidates are required to apply only '**online'**. Any other form of application shall be rejected.

ii. Candidates can apply only for one post. Multiple Applications will be summarily rejected.

iii. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.

iv. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of this shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.

v. All candidates will have to produce original as well as self attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable) as detailed below, in support of their eligibility at the time of interview, failing which their candidature will be cancelled.

payment challan /NEFT receipt/ cyber receipt
Birth certificate/SSC/10th/SSLC certificate with DOB.
Marks sheet & certificate of SSC/SSLC/X Std
Marks sheet & certificate of PUC/HSC/XII Std.
Marks sheet & certificate of Graduation.
Marks sheet & certificate of Post Graduation if any.
Marks sheet & certificate of Professional qualification where applicable.
Discharge book (all pages in case of candidates for the post of Security Officer.
Caste certificate in prescribed format (in case of SC/ST/OBC category candidates)
Any other relevant documents

vi. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate should not be more than one year old as on the date of application.

vii. The candidates will appear for the Test/interview at the allotted centres at their expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature. However, unemployed eligible SC/ST outstationed candidates attending the GD/Interview will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel.

viii. Only candidates willing to serve anywhere in India should apply.

ix. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at Kolkata. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.

x. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/ her candidature may not be considered.

xi. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.

xii.Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

xiii. Canvassing in any form will be a disqualification.

xiv. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.

xv. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.

xvi. SERVICE BOND: The selected candidates shall be required to execute a Service Bond undertaking to serve the Bank for a minimum period of three years from the date of joining the bank failing which they shall have to pay an amount of Rs. 1.00 lakh (Rs. one lakh only) to the Bank.

xvii. Action against candidates found guilty of misconduct:-Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'online' application. At the time of Online Test/GD/Interview, if a candidate is (or has been) found guilty of:
(a) Using unfair means or
(b) Impersonating or procuring impersonation by any person or
(c) Misbehaving in the GD / interview or
(d)Resorting to any irregular or improper means in connection with his/her candidature by selection or
(e) Obtaining support for his/her candidature by any means.
Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:
  • to be disqualified from the Test/GD / interview for which he/she is a candidate
  • to be debarred, either permanently or for a specified period, from any examination/interview or recruitment conducted by Bank.

10. How to Apply:

The candidates can apply for one post only. Candidates can apply online only from 08.04.2016 to 28.04.2016 and no other mode of application will be accepted.

Pre-requisite for applying online:

Before applying online, candidates should:

1. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this advertisement at Annexure-1.
2. Keep the necessary details/ documents of payment of the requisite application fee ready.
3. Have a valid personal e-mail ID which should be kept active till the completion of this recruitment process. Bank may send call letters of the interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/ mention e-mail ID to /of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that e- mail account.

Bank transaction charges if any for payment of application fees/ intimation charges will have to be borne by the candidate.

Procedure for applying online:

i. Candidates are first required to go to the 'Recruitment' section of Bank's website www.unitedbankofindia.com and click the option " APPLY ONLINE" to open the On-Line Application Form.

ii. To register their application candidates will have to enter their basic information as required in the specific fields.

iii. Candidates are advised to carefully fill in the online application. No change in any of the data filled in the online application will be possible / entertained.

iv. No change is permitted after clicking on FINAL SUBMIT button.

NOTE:
- After completing the procedure of applying on-line , the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number for future reference. They should not send this printout to the Bank.

- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.

- Candidates are hence requested to fill the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- 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.

- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log onto the Bank's website on account of heavy load on internet / website jam.

- Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him/her is found to be false at a later stage.

Sd/-

Date: 08.04.2016

Place: Kolkata   **Asst General Manager (HRM)**

Annexure I

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5 CM X 3.5 CM) & SIGNATURE

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.

- Make sure that the picture is in colour, taken against a light-colored, preferably white, background.

- Look straight at the camera with a relaxed face.

- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

- If you have to use flash, ensure there's no "red-eye".

- If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

- Dimensions 200 x 230 pixels (preferred).

- Size of file should be between 20 kb–50 kb.

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with black ink pen.

- The signature must be signed only by the applicant and not by any other person.

- The signature will be used to put on the Call Letter and wherever necessary.

- If the Applicant's signature on the answer script at the time of the examination does not match the signature on the Call Letter, the applicant will be disqualified.

- Dimensions 140 x 60 pixels (preferred).

- Size of file should be between 10kb – 20kb.

- Ensure that the size of the scanned image is not more than 20kb.

- Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:
- Set the scanner resolution to a minimum of 200 dpi (dots per inch).

- Set Color to True Color.

- File Size as specified above.

- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is - image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20 kb (signature) by using crop and then resize option (please see above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- If the file size and format are not as prescribed, an error message will be displayed.

- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature:
- There will be two separate links for uploading Photograph and Signature.

- Click on the respective 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.

Your Online Application will not be registered unless you upload your photograph and signature as specified.
Note:
➢ In case the face in the photograph or signature is unclear, the candidate's application may be rejected. After uploading the photograph / signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.

➢ After registering online, the candidate is advised to take a printout of their system generated online application form.