# UNION BANK RECRUITMENT PROJECT (2016-17)
## SPECIALIST OFFICERS - IT
## RECRUITMENT NOTIFICATION

**1.** Union Bank of India (hereinafter 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 posts in Specialized Segment.

| POST CODE | POST | SCALE / GRADE | BASIC PAY SCALE* | VACANCIES # |
|---|---|---|---|---|
| 01 | Manager (IT) - Oracle Database Administrator | II | 31705-1145/1-32850-1310/10-45950 | 5 |
| 02 | Manager (IT) - Base 24 Switch-Coding/Testing/Management | II | 31705-1145/1-32850-1310/10-45950 | 3 |
| 03 | Manager (IT) – System Administrator(windows) | II | 31705-1145/1-32850-1310/10-45950 | 5 |
| 04 | Manager (IT) – Information/Cyber Security | II | 31705-1145/1-32850-1310/10-45950 | 4 |
| 05 | Manager (IT) – Digital/Cyber Forensics | II | 31705-1145/1-32850-1310/10-45950 | 2 |

*In addition, Special Allowance, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank.*
*#The number of vacancies is 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 the sole discretion of the Bank. Hence, the candidates willing to work at any of the Branches / Offices of the Bank need only apply.*

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

| Sr No | Post | Scale / Grade | SC | ST | OBC | UR | Total | Within which VI | HI | OC |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Manager (IT) - Oracle Database Administrator | II | 1 | 0 | 2 | 2 | 5 | - | - | - |
| 2 | Manager (IT) - Base 24 Switch-Coding/Testing/Management | II | 0 | 0 | 1 | 2 | 3 | - | - | - |
| 3 | Manager (IT) – System Administrator(windows) | II | 1 | 0 | 2 | 2 | 5 | - | - | - |
| 4 | Manager (IT) – Information/Cyber Security | II | 1 | 0 | 2 | 1 | 4 | - | - | - |
| 5 | Manager (IT) – Digital/Cyber Forensics | II | 2 | 0 | 0 | 0 | 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. | 29.10.2016 00:00 Hrs |
| Last Date for payment of fees/ intimation charges and submitting the ON-LINE application. | 09.11.2016, 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 1$^{st}$ 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:Manager (IT) - Oracle Database Administrator (MMGS-II)**
**Vacancies-05**

**Age:**
Minimum  :  23 years
Maximum  :  35 years

**Educational Qualifications:**
a)  4 Year Engineering/Technology Degree in Computer Science/ Computer Science &Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

<div align="center">**OR**</div>

Post Graduate Degree in Computer Science/Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

b) Should be Oracle Certified Professional (OCP)

**Post Qualification Work Experience:**
Minimum two years Post Qualification Work Experience in Banking, Financial Services & Insurance Sector (BFSI) for DBA profile handling and maintaining database as well as application servers, Oracle RAC and production issues analysis and trouble shooting. Must also have experience in storage and backup technologies.

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**POSTCODE 02:Manager (IT) -  Base 24 Switch-Coding/ Testing/Management (MMGS-II)**
**Vacancies-03**

**Age:**
Minimum   : 23 Years
Maximum  : 35 Years

**Educational Qualifications:**
  a) 4 Year Engineering/Technology Degree in Computer Science/ Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

<div align="center">**OR**</div>

Post Graduate Degree in Computer Science/Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

**Post Qualification Work Experience:**
Minimum two years post qualification work experience in Banking, Financial Services & Insurance Sector (BFSI) for code development, testing and debugging applications and managing Applied Communication Inc. (ACI) Base 24 ATM switch operations.

**POSTCODE 03:Manager (IT) – System Administrator(Windows) (MMGS-II)**
**Vacancies-05**

**Age:**
Minimum   : 23 Years
Maximum  : 35 Years

**Educational Qualifications:**
  a) 4 Year Engineering/Technology Degree in Computer Science/ Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

**OR**

  Post Graduate Degree in Computer Science/ Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

  b) Should be Microsoft Certified Solutions Associate (MCSA) / Microsoft Certified Solutions Expert (MCSE)

**Post Qualification Work Experience:**
Minimum two years Post Qualification Work Experience in Banking, Financial Services & Insurance Sector (BFSI) in maintenance, monitoring and management of windows server / hardware etc. Must also have experience in troubleshooting, storage and backup technologies.

**POSTCODE 04: Manager (IT) – Information / Cyber Security (MMGS-II)**
**Vacancies-04**

**Age:**
Minimum  : 23 years
Maximum  : 35 Years

**Educational Qualifications:**
  a) 4 Year Engineering/Technology Degree in Computer Science/ Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

**OR**

  Post Graduate Degree in Computer Science/ Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

**Post Qualification Work Experience:**
Minimum two years post qualification work experience in Banking, Financial Services & Insurance Sector (BFSI) in handling various Information Security related roles including Cyber Security, identifying security risk and development plan, Firewall and IPS management.

**POSTCODE 05:Manager (IT) – Digital/Cyber Forensics (MMGS-II)**
**Vacancies-02**

**Age:**
Minimum  :  23Years
Maximum  :  35 Years

**Educational Qualifications:**
a) 4 Year Engineering/Technology Degree in Computer Science/ Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

**OR**

Post Graduate Degree in Computer Science/ Computer Science & Engineering/Computer Engineering/ Computer Science & Technology Information/Information Technology/Electronics & Communications Engineering from a recognized University/Institute recognized by the Govt. of India or its regulatory bodies.

b) **Candidate must have either M.Tech in Cyber/Digital/Forensic or should be Certified Cyber Forensic Professional (CCFP)/ Computer Hacking Forensic Investigator (CHFI).**

**Post Qualification Work Experience:**
Minimum two years post qualification work experience in handling Cyber / Digital Forensic related roles including imaging, analysis and forensic investigations.

**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. **01.10.2016**.

- 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.**09.11.2016**. 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. The fraction of percentage so arrived should not be ignored by the applicants while filling up the 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 last date of online registration given in this notification i.e. 09.11.2016. 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 of the respective employers, 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) | 10 years |
| 4 | Ex-Servicemen, Commissioned Officers, including ECOs/SSCOS, 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:**
(a) 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.

(b) The Ex-servicemen applicants, who have already secured employment under the Central Government in Group 'C' and 'D' will be permitted the benefit of age relaxation as prescribed for Ex-servicemen for securing another employment in a higher grade or cadre in group 'C'/ 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen.

An Ex-serviceman, who has once joined in a Government job on the civil side after availing the benefits given to him/her as an Ex-Serviceman for his/her re-employment, his/her Ex-serviceman 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) 1. Definition of Persons with Disabilities (PWD)**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, only such persons would be eligible for reservation, who suffer from not less than 40% of relevant disability and the nature/ extent of disability is certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disability are eligible to apply:

a) **OC - Orthopedically Challenged**
   Those Orthopedically Challenged (OC)candidates, who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

   BL - Both Legs Affected but not Arms;
   OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia;
   OL - One Leg Affected (Right or Left);
   MW - Muscular Weakness and Limited Physical Endurance.

b) **HI – Deaf and Hearing Impaired**
   The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear, understand sounds at all, even with amplified speech. Hearing impairment means loss of 60 decibels or more in the better ear in the conversational range of frequencies.

c) **VI - Visually Impaired (Blind /Partially Blind /Low Vision)**
   Blindness refers to a condition where a person suffers from any of the following:

   (i)  Total absence of sight.
   (ii) Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
   (iii)Limitation of the field of vision subtending in angle of 20 degree or worse.

   Low Vision means a person with impairment of visual functioning even after treatment of standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

**2. Guidelines for Persons with Disability, using a Scribe:**

The visually impaired applicants and applicants whose writing speed is affected by cerebral palsy can use their own scribe during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The applicant should arrange his/her scribe at his/her own cost.
- The scribe should be from an academic stream different from the candidate.
- Both the applicant, as well as, the Scribe will have to give a suitable undertaking confirming that the Scribe fulfills all the above stipulated eligibility criteria. Further, in case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination, if conducted, or at any stage in the selection process or any time after the appointment without any notice.

- The applicants who use a Scribe will be eligible for compensatory time @ 20 minutes for every one hour of the examination.

**Guidelines for applicants with Locomotor Disability and Cerebral Palsy:**

If any applicant has locomotor disability and cerebral palsy, where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Minimum of 40% impairment), he/she may be given compensatory time of 20 minutes for every hour of examination. However, no scribe shall be permitted to such applicants.

**Guidelines for Visually Impaired applicants:**

Visually Impaired applicants (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to visually impaired applicants, who use the services of a scribe for the examination. Compensatory time @ 20 minutes for every one hour of the examination will be available to visually impaired using magnified font.

Above guidelines are subject to change in terms of Government of India 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) 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 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 Examination, if conducted, 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 (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, 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. Mere appearing in the Online Examination and / or passing the Online Examination 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 (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 and rank sufficiently high in the order of merit based on the total marks scored in the Online Examination 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. 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 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, 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, will be tentatively held in the month of December 2016 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 Examination Venue and the Examination Date will be advised in the Examination Call Letters, which will be issued in case the Bank decides to hold the Online Examination. In case the Online Examination 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 Dates and/or to add to or delete or modify/change the Examination Centre and the Venues and/or to cancel the Online Examination 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. HOW TO APPLY:

**The candidates can apply only for one post**. The applications of candidates applying for more than one post and / or submitting Multiple Applications/Registrations for the same post will be summarily rejected and the application fee/ intimation charges will be forfeited. The candidates can apply only online from 29.10.2016 to 09.11.2016 (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 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 2016-17 (Specialist Officer - IT) - 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.**

**9. 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 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.*

**10. APPLICATIONS FROM SERVING EMPLOYEES OF THE BANK:**

Subject to their fulfilling the eligibility criteria, existing employees of Union Bank of India may apply in the same manner 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.

## 11. GENERAL INSTRUCTIONS:

**(a)** The call letters for Online Examination 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 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 the 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 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 alongwith one set of photocopies, in support of his/her eligibility as per this notification, if invited for the 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 the Medical Certificate issued by Competent Authority as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995" in support of their disability. The prescribed format is available on the Bank's website 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 available on the

Bank's website, 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 available on the Bank's website 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 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.

## 12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

The applicants are advised in their own interest not to furnish any false, tampered or fabricated particulars/documents and 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.

## 13. 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 the 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                                        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) |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Name..............................

Designation and Department..............................

Rubber Stamp

Date:
Place:

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