

**UNION BANK RECRUITMENT PROJECT 2022-23**  
**(SPECIALIST OFFICERS RECRUITMENT DRIVE FOR RESERVED CATEGORIES) UNDER**  
**BACKLOG VACANCIES**

**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 posts in Specialized Segment for reserved categories under backlog vacancies.

POST CODE	POST	SCALE / GRADE	BASIC PAY SCALE*	VACANCIES**
01	Chief Manager (Chartered Accountant)	SMGS -IV	76010-2220/4-84890 -2500/2-89890	3
02	Senior Manager (Credit Officer)	MMGS -III	63840-1990/5-73790- 2220/2-78230	34
03	Manager (Credit Officer)	MMGS - II	48170-1740/1-49910- 1990/10-69810	5
Total				42

\*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.

*Note: The selected candidate can be posted at any Branch / Office of the Bank throughout India at sole discretion of the Bank. Hence, only those candidates who are willing to work at any of the Branch/Office of the Bank throughout India needs to apply for the above notified vacancies as per their eligibility.*

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

Sr No	Post	Scale/ Grade	SC	ST	OBC	EWS	UR	Total	Within which for PWBDs			
									VI	HI	OC	MoD
1	Chief Manager (Chartered Accountant)	SMGS - IV	0	1	2	0	0	3	0	0	0	0
2	Senior Manager (Credit Officer)	MMGS -III	10	13	11	0	0	34	0	0	0	0
3	Manager (Credit Officer)	MMGS - II	0	5	0	0	0	5	0	0	0	0

*Note\*\*: This includes backlog vacancies of various reserved categories. The category wise breakup for the posts will be as per extant Govt. guidelines / Bank's rules. 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.	23.01.2023, 00:00 Hrs
Last Date for payment of fees / intimation charges and submitting the ON-LINE application.	12.02.2023, 24:00 Hrs

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

## 3. ELIGIBILITY CRITERIA:

Application can be made only for one of the following posts and the applicants intending to apply should ensure that they fulfill the eligibility criteria specified herein below before applying.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the posts. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of interview and any subsequent stage of the recruitment process as required by the Bank. However, merely applying for / appearing for and/or qualifying at any stage of selection process for the post/s does not imply that a candidate will necessarily be eligible for employment / confer right on him / her for appointment in the Bank. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India/Bank in this regard. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

### (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<sup>st</sup> 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: 3 Vacancies of Chief Manager (Chartered Accountants) - SMGS-IV**

##### **Age:**

Minimum : 25 years

Maximum : 40 years

##### **Educational Qualifications:**

An Associate Member (ACA) of the Institute of Chartered Accountants of India (ICAI).

##### **Work Experience:**

Minimum 6 years of experience as CA in a BANK/NBFC/FIs/Credit rating agency.

Post qualification experience in high value credit, appraisal/ assessment of credit proposals of medium/large corporate/wholesale credit, capital planning & raising activities, quarterly review/ analysis of capital structure, Bank's Financial statements preparation will be given preference.

**POSTCODE 02: 34 Vacancies of Senior Manager (Credit Officer) - MMGS-III**

**Age:**

Minimum : 25 years

Maximum : 35 years

**Educational Qualifications:**

**Essential:** Graduation in any discipline.

**Desirable:**

Preferably CAIIB/MBA (Finance)/CMA/CA/CFA/CS

**Work Experience:**

Minimum 4 years of experience in MSME/ Corporate credit in any Scheduled Commercial Bank.

**POSTCODE 03: 5 Vacancies of Manager (Credit Officer) - MMGS-II**

**Age:**

Minimum : 22 years

Maximum : 35 years

**Educational Qualifications:**

**Essential:** Graduation in any discipline.

**Desirable:**

Preferably CAIIB/MBA (Finance)/CMA/CA/CFA/CS

**Work Experience:**

Minimum 2 years' experience in MSME/ Corporate credit in any Scheduled Commercial Bank and should be a confirmed officer as on date of application.

**Note:**

*MBA - Master of Business Administration*

*MS - Master of Science*

*MFC - Master of Finance & Control*

*PGDBA - Post Graduate Diploma in Business Administration*

*PGDBM - Post Graduate Diploma in Business Management*

*PGPM - Post Graduate Programme in Management*

*PGDM - Post Graduate Diploma in Management*

*CA - Chartered Accountant*

*CMA- Certified Management Accountant*

*CS - Company Secretary*

*SQL - Structured Query Language*

*SPSS - Statistical Package for the Social Science*

*B.E. - Bachelor of Engineering*

*B. Tech. - Bachelor of Technology*

*ICWA - Institute of Cost & Works Accountants*

*CFA - Chartered Financial Analyst*

*FRM - Financial Risk Management*

In case of dual specializations, one of the fields of specialization should be in the field prescribed. In case of major/ minor specializations, major specialization should be in the stream prescribed. Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specializations are not eligible to apply.

Candidates should ensure that the educational qualification and work experience possessed by them shall be as per the prescribed educational qualifications and work experience mentioned in the advertisement and they fulfill the above eligibility criteria. No equivalent educational qualification shall be considered for eligibility.

**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. 01.01.2023.
- 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. 12.02.2023. 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 (Cumulative Grade Point Average)/ SGPA (Semester Grade Point Average)/ OGPA (Overall Grade Point Average) are awarded, the same should be converted into percentage and indicated in the online application.
- Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. Hence, they are not eligible to apply for backlog vacancies.
- The cut-off date for Post qualification experience will be the last date of online registration given in this notification i.e. 12.02.2023. **Only full time experience as a permanent/full time employee where employee-employer relationship exists** 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 relaxation
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes (Non-creamy layer)	3 years
3	Persons with Benchmark Disability (PWBD) - a. Visually Impairment (VI) - Blindness and Low Vision; b. Hearing Impaired (HI) - Deaf and Hard of Hearing; c. Orthopedically Challenged (OC) - Locomotor Disability (One Arm - OA, One Leg -OL, Both Legs -BL, One Arm & One Leg -OAL), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy; d. <i>Intellectual Disability (ID)</i> - Intellectual Disability (Autism	10 years

	Spectrum Disorder, Specific Learning Disability and Mental Illness) & Multiple Disability; e. Multiple Disabilities means disability amongst clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.	
4	Ex-Servicemen, Commissioned Officers, including Emergency Commissioned Officers (ECOs/Short Service Commissioned Officers (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 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 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 (5). 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 shall be categorized under 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. Visually Impairment (VI) category includes Blindness and Low Vision;
- b. Hearing Impaired (HI) category includes Deaf and Hard of Hearing;
- c. Orthopedically Challenged (OC) category includes Locomotor Disability (One Arm -OA, One Leg - OL, Both Leg - BL, One Arm and One Leg - OAL) Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy;
- d. *Intellectual Disability (ID) Category includes Intellectual Disability (Autism Spectrum Disorder, Specific Learning Disability and Mental Illness) & Multiple Disability;*
- e. Multiple Disabilities means disability amongst 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”.

Only those persons with “Benchmark Disability” would be eligible for reservation. “**Benchmark Disability**” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail the benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India Guidelines. Such certificate will be subject to verification/re-verification as may be decided by the Competent Authority.

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

In case of the persons with benchmark disabilities in the categories of Blindness, locomotor disability (Both Arm affected) and Cerebral Palsy, the facility of scribe shall be provided, if so desired by the candidate.

In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a Certificate effect that the concerned person has physical limitation to write and scribe is essential to write on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per the proforma **Annexure - V**.

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 should be from an academic discipline different from the one stipulated for the post.
- 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 favorably 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.
- Candidates requested for availing the compensatory time and Scribe facility are required to submit the requisite document/disability certificate issued by the Competent Authority, at the time of online examination.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred from all CRP - examinations for two years

### **(ii) Guidelines for Candidates with Locomotor Disability and Cerebral Palsy**

A Compensatory time of 20 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 (VI) 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 by the examination conducting agency.

- 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.

**(iv) Guidelines for Candidates with Intellectual Disability (ID)**

A compensatory time of 20 minutes per hour of examination, either availing the services of a scribe or not, shall be permitted for the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

**Note :** 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 minimum period of 3 years or to pay the Bank a sum of Rs.250000.00 (Rs. Two Lakhs Fifty Thousand Only) plus applicable taxes 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 depending on the numbers of applicants/eligible candidates. 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:**

**(I) Structure of the Examination:**

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

<b>SN</b>	<b>Name of the Tests</b>	<b>No. of Questions and Maximum Marks</b>
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 modify/alter the structure of the online examination which will be intimated through Banks' website. Other detailed information regarding the examination will be provided in an **Information Handout**, which will be made available for the candidates to download along with the call letters from the website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in).

## **(II) 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 candidate, one fourth or 25% of the marks assigned to that question will be deducted as penalty to arrive at corrected score. 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 (PI)**

Merit list of candidates based on the marks obtained by them in online examination will be prepared in descending order for the respective categories i.e. SC/ST/OBC/EWS/General. Candidates securing the minimum qualifying marks stipulated for online test and ranking sufficiently high in the order of merit shall be called for personal Interview and/or GD. Mere passing in the online test shall not vest any right to a candidate for being called for Personal Interview/GD. In case of equal marks by two or more candidates, merit order of such group of candidates will be on the basis of Date of Birth i.e. candidates senior in age will be placed higher in the merit list.

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. The candidates called for the interview will be at the ratio of 3:1 to the number of vacancies. However, Bank may increase the said ratio at its own discretion.

### **(c) Group Discussion (GD):**

Maximum marks for Group Discussion will be 50 and minimum qualifying marks will be 25 for General/EWS and 22.5 for reserved categories (SC/ST/OBC). Only those candidates who have secured minimum qualifying marks in GD shall be called for Personal Interview. Mere participation in Group Discussion shall not vest any right in a candidate for being called for Personal Interview.

### **(d) Final Selection:**

#### **If Online Examination and Personal Interview is Conducted:**

If online examination and Personal Interview is conducted, merit list of the candidates based on the aggregate marks obtained by them in Online Examination and Personal Interview will be prepared in descending order for the respective categories i.e. SC/ST/OBC/EWS/GEN. The final selection will be made on the basis of this merit list up to the number of vacancies.

#### **If Online Examination is not Conducted and only PI is Conducted:**

If online examination is not conducted, the final selection will be made through Personal Interview. In such case, merit list will be prepared on the basis of marks obtained in Personal Interview in descending order for the respective categories i.e. SC/ST/OBC. The final selection will be made on the basis of this merit list up to the number of vacancies.

#### **If Online Examination is not Conducted and Both GD & Personal Interview is Conducted:**

If online examination is not conducted and the final selection will be made through Group Discussion & Personal Interview, merit list will be prepared on the basis of the aggregate marks obtained in Group Discussion and Personal Interview in descending



order for the respective categories i.e. SC/ST/OBC. The final selection will be made on the basis of this merit list up to the number of vacancies.

**(e) 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 and the same will be verified before final selection.
- 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 (if conducted) and rank sufficiently high in the order of merit based on the total marks scored in the Online Examination / Group Discussion (if conducted) shall be called for Personal Interview. The candidates called for the interview will be at the ratio of 3:1 to the number of vacancies. However, Bank may increase the said ratio at its own 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 (if conducted) and / or Personal Interview under the respective SC / ST / OBC .
- 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 held at the following centers and the date for examination shall be intimated in due course:

**(a)** Delhi **(b)** NCR **(c)** Chandigarh/Mohali **(d)** Lucknow **(e)** Kolkata **(f)** Patna **(g)** Bhubaneshwar  
**(g)** Hyderabad **(h)** Bengaluru **(i)** Chennai **(j)** Bhopal **(k)** Mumbai  
**(l)** /NaviMumbai/Greater Mumbai/Thane **(l)** Ahmedabad.

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 informed 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 "Recruitments" > "Careers Overview" link.

**Note:**

- *Request for change in allotted examination centre will not be entertained.*
- *The Bank reserves the right 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 Bank reserves the right to allot the candidates to any centre other than the one he/she has opted for.*
- *Candidates will appear for the examinations at the examination centre at his/her own risk & expenses and the Bank will not be responsible for any injury or losses etc of any nature.*
- *The venue & date of Personal Interview will be decided and informed in due course to the applicants shortlisted for the same.*

**List of Documents to be Produced at the time of Interview (as applicable)**

The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his / her candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for the recruitment process.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identity Proof as indicated in Point 14 of the advertisement below.
- (v) Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01.08.2021 has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in case of the SC / ST / OBC category candidates.
- (vii) Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They shall be classified as General in the online application form.
- (viii) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category.
- (ix) If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format
- (x) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 23.01.2024.
- (xi) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should not be issued for appearing in interview for selection to any particular participating organization as the Common Recruitment Process is for all participating organizations. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.

- (xii) Persons eligible for age relaxation under C (5) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- (xiii) Experience certificates, if any
- (xiv) Persons falling in categories mentioned in point (vi), (vii), (viii) above should produce a certificate of eligibility issued by the Govt. Of India
- (xv) Any other relevant documents in support of eligibility

**Note: -**

- Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above.
- Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.
- No documents shall be directly sent to Banks by candidates before or after the interview.

**The Competent Authority for the issue of the certificate to SC / ST / OBC / & Persons With Benchmark Disabilities is as under (as notified by GOI from time to time):**

**For Scheduled Castes / Scheduled Tribes / Other Backward Classes:** (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

**For Persons with Benchmark Disabilities:** Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, EWS, PWBD categories have to submit certificates in support of it at the time of interview.

## **8. CAREER PATH IN THE BANK:**

Candidates selected in the above recruitment process will be recruited in Specialized Segment in the Bank as per the post applied for. Their Career Path in the subject category will be as per the Bank's extant Promotion Policy 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:**

### **DETAILED GUIDELINES/PROCEDURES FOR**

- (A) APPLICATION REGISTRATION
- (B) PAYMENT OF FEES
- (C) PHOTOGRAPH, SIGNATURE & LEFT THUMB IMPRESSION SCAN AND UPLOAD (Details provided in Annexure-I)

**Candidates can apply through online mode only and no other mode of submission of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) Scan the Photograph, signature and Left Thumb Impression ensuring that the photograph, signature and thumb impression adhere to the required specifications as given under Guideline for photograph, signature & Left Thumb Impression scan and upload.
- (ii) Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number.
- (iii) Have a valid ID proof such as PAN Card/Aadhaar Card/ Passport/ Permanent Driving Licence/ Voter's Card, etc.

### **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

<b>Category of Applicant</b>	<b>Amount Payable*</b>
OBC	Rs.850.00 (Application fees)
For SC/ST/PWBD Candidates	Rs. 150.00 (Intimation Charges)

\*Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **(A) Application Procedure**

- (i) Candidates are first required to go to the Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and click on the 'Recruitments' Page to open the Career Overview Page, 'Click to View the Current Recruitment' to open the link "Specialist Officers Recruitment Drive for Reserved Categories under backlog vacancies" and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
- (ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **“COMPLETE REGISTRATION”**.
- (v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- (vi) Validate your details and Save your application by clicking the **“Validate your details”** and **“Save & Next”** button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before **“COMPLETE REGISTRATION”**.
- (x) Modify details, if required, and click on **“COMPLETE REGISTRATION”** only after verifying and ensuring that the photograph, signature & Thumb Impression uploaded and other details filled by you are correct.
- (xi) Click on **“Payment”** Tab and proceed for payment.
- (xii) Click on 'Submit' button.

## **(B) PAYMENT OF FEES**

### **ONLINE MODE**

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/UPI.
- (iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) Non-generation of 'e-receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Candidates are required to take a printout of the e-receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.

**Note:**

- a) After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- b) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- c) To ensure the security of your data, please close the browser window once your transaction is completed.
- d) After completing the procedure of applying on-line including payment of fees / intimation charges, 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 and Password for future reference. They should not send this printout to the Bank.

**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, Qualifications, 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 in 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 incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.**

- e) An online application which is incomplete in any respect such as without proper passport size photograph, signature & thumb impression uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- f) 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 / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam.
- g) 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.
- h) 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.
- i) 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 are found to be false/incorrect at a later stage.

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, signature & Thumb Impression 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 applicant in the online application, including Name, Post Applied, Category, Date of Birth, Address, Mobile number, Email ID, Post qualification experience etc. will be considered as final and no modification will be allowed after online submission. Further, no request to consider the candidature under any category other than the one stated in the application will be accepted. The Bank will not be responsible for any consequence arising out of furnishing incorrect / incomplete details in the application or omission to provide the required/requisite 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) Candidates have to register on-line through Bank's website only. No other means of applications shall be entertained.
- (b) The call letters for Online Examination / Group Discussion (if conducted) / Personal Interview can be downloaded by the eligible applicants from the Bank's website '[www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)' under "Recruitments" > "Careers Overview" link. The list of the applicants shortlisted for Personal Interview will be published on Bank's website.
- (c) The applicants who are shortlisted and / or qualify for Personal Interview will be informed through email and SMS in the email id and mobile number mentioned by the candidates in their online application. The Bank will not take any responsibility for any delay or failure of delivery of important communication emails/SMS to the applicants. Hence, applicants are advised to regularly track their status on the Bank's website.
- (d) 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 (if conducted) and / or Personal Interview. The applicants are advised not to bring such gadgets as the same will not be allowed inside the venue.
- (e) The Email address / communication address indicated by the applicant in his / her application shall be deemed to be valid & correct for the purpose of sending communication to them. Every communication addressed to the applicants on this address / email shall be deemed to have served upon them.

- (f) Intimations will be sent by email and/ or sms only to the email ID and mobile number registered/provided in the online application form for this recruitment process.
- (g) The Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Bank and candidates are advised to keep a close watch on the Bank's website "[www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)" for latest updates.
- (h) 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.
- (i) 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 duly issued certificate as per the notification will not be allowed to participate in the process.
- (j) 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 in 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". **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and shall indicate their category as General in the online application form.** 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.*

- (k) The applicants serving in the Government / Public Sector Undertakings (including Banks and Financial Institutions) should submit a duly issued "**No Objection Certificate**" from the employer.
- (l) The applicants 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.
- (m) 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.



- (n) The applicants will have to 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, eligible outstation SC / ST/ Persons with Benchmark Disabilities category candidates called for the Personal Interview will be reimbursed to and fro Second Class Rail / Ordinary State Transport Bus fare or actual expenses incurred, whichever is less, by the shortest route on production of satisfactory proof of travel along with an application in this regard.  
The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- (o) 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.
- (p) The selected applicants, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate / relieving letter certificate from their present employer before joining the service of the Bank.
- (q) The appointment of the short-listed / selected candidate is subject to the completion of 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.
- (r) 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).
- (s) The Bank reserves the right 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 the 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.
- (t) Canvassing in any form by an applicant will lead to his / her disqualification in the selection process.
- (u) The Bank reserves all the rights to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- (v) The Bank also reserves the right to scrap/cancel the entire process or any / all of the notified vacancies at any stage.
- (w) In case of any dispute on account of interpretation in version other than English, the English version shall prevail.
- (x) At the time of Interview/appointment, the candidates will be required to provide details regarding criminal case(s) charged/pending against him/her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves the right to deny the appointment depending upon such disclosure and/or independent verification.

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

(z) **Examination will be conducted in Social Distancing Mode as per the guidelines of Government of India/ State Government for COVID-19.**

(aa) If any candidate fails to attend/appear the Examination or Personal Interview/Group Discussion as the case may be due to COVID-19 infection/Quarantine guidelines imposed by respective state, the Bank will not be liable to entertain any request/representation of the candidate with regard to re-schedule/extension/change of place of examination or for any other purpose.

### **13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS/CHEATING:**

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

At the time of Examination, Interview or in subsequent selection procedure, If a candidate is found guilty of using unfair means and / or impersonating or procuring impersonation by any person and / or misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose 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 unfair 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:**

#### **IRIS SCAN/BIOMETRIC Data - Capturing and Verification**

Bank, at various stages, may capture thumb impression or IRIS of candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that correct thumb impression or IRIS is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands or wear contact lenses.

#### **Documents to be produced:**

In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. 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.

- a. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- b. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending the Test, without which they will not be allowed to take up the Test.

**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](http://www.unionbankofindia.co.in).

Sd/-

PLACE : MUMBAI  
DATE: 21.01.2023

CHIEF GENERAL MANAGER (HR)

**Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm), Signature & Left Thumb Impression**

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

- i) Photograph Image: (4.5cm × 3.5cm)
    - Photograph must be a recent passport style colour picture.
    - Make sure that the picture is in colour, taken against a light-coloured, 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 20kb-50 kb
    - Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
  
  - ii) Signature:
    - The applicant has to sign on white paper with Black Ink pen.
    - 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
  
  - iii) Left thumb impression:
    - The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height)
    - File Size: 20 KB - 50 KB
  
  - iv) Hand-written declaration Image:
    - The applicant has to write the declaration in English clearly on a white paper with black ink.
    - File type: jpg / jpeg
    - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
    - File Size: 50 KB - 100 KB
- The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

**NOTE:**

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that Photo, Signature, Thumb impression and Hand-written declaration are uploaded at the specified spaces only in the online application form.

**Procedure for Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/left thumb impression/hand written declaration, 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 documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for Uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand-written declaration as specified.

## IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) Scan their:
  - Photograph (4.5cm × 3.5cm)
  - Signature (with black ink)
  - Left thumb impression (on white paper with black or blue ink)
  - A hand-written declaration (on a white paper with black ink) (text given below)  
Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand-written declaration is as follows -  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- (v) The above-mentioned hand-written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

FORMAT OF EXPERIENCE CERTIFICATE

(ON LETTER HEAD OF THE BANK/FI)

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 post applied for 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.

**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.

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\* 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

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\* - 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 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 :

(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.

**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)**

<b>Recent PP size</b> <b>Attested</b> <b>Photograph</b> <b>(Showing face only)</b> <b>of the person with</b> <b>disability</b>
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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		

(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		

(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 :-**

<b>Nature of Document</b>	<b>Date of Issue</b>	<b>Details of authority issuing certificate</b>

**(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.**

Government of -----  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY THE ECONOMICALLY  
WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Sri/Smt./ Kumari \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District in the State/ Union  
Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below  
belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\*  
is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family  
does not own or possess any of the following assets\*\*\*

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is  
not recognized as a Scheduled Caste. Scheduled Tribe and Other Backward Classes  
(Central List)

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
photograph of the  
applicant

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**\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.**

**\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children not below the age of 18 years.**

**\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.**