



UNITED BANK OF INDIA
(A Government of India Undertaking)
APPLICATIONS ARE INVITED FOR RECRUITMENT
IN SPECIALIST OFFICERS CADRE

Opening Date for ONLINE Application							12.08.2013 (Monday)
Closing Date for online Application							24.08.2013 (Saturday)
Payment of Application Fees							12.08.2013-24.08.2013
Post Code	Post	Grade & Scale					Field-wise total Vacancies
		JMG Sc-I	MMG Sc-II	MMG Sc-III	SMG Sc-V	TEG Sc-VI	
01	Risk Management	5	1	1	1	1	9
02	Credit	-	2	-	1	1	4
03	Economist	-	-	1	1	-	2
04	Training Faculty			3	-	-	3
05	ADC, Transaction Banking	-	-	-	1	1	2
06	Publicity, Corporate Brand Imaging	-	-	1	1	-	2
07	Engineers-Civil	4	-	-	-	-	4
08	Engineer-Electrical	4	-	-	-	-	4
09	Engineer Architecture-	4	-	-	-	-	4
Total		17	3	6	5	3	34

The number of vacancies may vary as per the requirement of the Bank and the reservation in posts will be as per the extant Govt. of India guidelines:-

1. ELIGIBILITY CRITERIA :

A) NATIONALITY / CITIZENSHIP

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came to India before 1st January 1962, with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East Africa Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyka and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview conducted by the Bank but in the event of final selection the offer of appointment may be given only after the necessary eligibility certificate have been issued to him by the Govt. of India.

B) **EDUCATIONAL QUALIFICATION AND EXPERIENCE (FOR POST CODES 01):**

Post Code	Post	Grade & Scale	Eligibility Criteria	Age	Selection procedure
01	Risk Management	Scale-JMG-I MMG- II & III, SMG-V & TEG - VI	<p>Qualification – 60% marks in Graduation/Post Graduation in Statistics/Economics or MBA from Recognized University / Institute for candidates applying against posts in Scale I to III.</p> <p>Graduate or Post Graduate with minimum 55% of marks in either Graduation or Post Graduation from a recognized university / Institute for candidates applying against posts in Scale-V & VI.</p> <p>Experience : i) For candidates applying against post in JMG Scale I – No post qualification experience is required</p> <p>ii) For candidates applying against post in MMG Scale II - Minimum 3 years of post qualification experience in the field of Risk Management or 3 years experience of working as an officer in a Bank / Financial Institution in Risk Management.</p> <p>3) For candidates applying against post in MMG Scale III - Candidates should be in the rank of Scale II or equivalent having minimum of 5 years experience in the field of Risk Management.</p> <p>4) For candidates applying against post in SMG Scale V - Applicants should be presently working as Chief Manager in any PSB/Private Sector Banks having minimum experience of 15 years. The candidate should have total work exposure of 5 years in Risk Management with minimum 1 year experience as Chief Manager (Risk Management).</p> <p>5) For candidates applying against post in TEG Scale VI : Applicants should be presently working as AGM in any PSB/Private Sector Bank having minimum period of service of 3 years as AGM. The candidate should have 20 years of banking experience and out of which 2 years in Risk Management Department and 1 year as AGM, Risk Management.</p>	<p>21-30 years</p> <p>25-32 years</p> <p>25-35 years</p> <p>40-45 years</p> <p>40-50 years</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
02	Credit	MMG Scale II, SMG Scale V & TEG Scale VI	<p>Qualification: Graduate with minimum 55% marks from any recognized University or qualified CA/ICWA/CFA which will be preferred</p> <p>1) For Scale-II Post: Applicant Should have working experience of minimum 3 years in PSU/Private Sector Bank in Credit Department.</p> <p>2) For Scale-V Post: Applicant should be working as Chief Manager in any PSB/Private Sector Bank having minimum experience of 15 years. The candidate should have total work experience of 5 years in Credit, with minimum 1 year experience as Chief Manager (Credit).</p> <p>3) For Scale-VI Post: Applicant should be working as AGM in any PSB/Private Bank or its equivalent having minimum period of service of 3 years as AGM. The candidate should have 20 years of banking experience and out of which atleast 5 years may be spent in the exposure of Credit and 1 year as AGM Credit.</p>	<p>25-32 years</p> <p>40-45 years</p> <p>40-50 years</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>

03	Economist	MMG Scale-III & SMG Scale- V	<p>Qualification : 55 % marks in Graduation or Post Graduation in Statistics/ Economics from a recognized University /Institute.</p> <p>1) For Scale-III Post : Candidate should be in the rank of Scale II or its equivalent having minimum of 5 years working experience as an Economist in PSB/Financial Institution.</p> <p>2) For Scale-V Post : Applicant should be working as Chief Manager in any PSB/Private Banks having minimum experience of 10 years as Economist.</p>	<p>25-35 years</p> <p>30-40 years</p>	<p>Interview</p> <p>Interview</p>
04	Training Faculty	MMG Scale-III	<p>Qualification : A graduate or post graduate in any discipline with min.55 % marks from a recognized university. CAIIB /MBA (Finance) from a recognized university will be preferred.</p> <p>Candidate should be in the rank of Scale II or equivalent having minimum of 4 years experience in PSB/Financial Institution out of which 2 years as Faculty in Staff Training College.</p>	25-35 years	Interview
05	ADC, Transaction Banking	SMG Scale-V & TEG Scale VI	<p>Qualification- Candidate Should be a M. Tech/ B Tech / BE (Computer Science / IT) with minimum 60% marks from a AICTE/UGC approved Institution.</p> <p>1) For Scale-V post- Applicant should be working as Chief Manager in PSB/Private Sector Bank having minimum 15 years of experience out of which the candidate should have worked in Scale-III & IV for a minimum period of 5 years in the relevant field.</p> <p>2) For Scale-VI Post- Applicant should be working as AGM in any PSB/Private Sector Bank or its equivalent having minimum period of service of 3 years as AGM. The candidate should have 20 years of banking experience and out of which 5 years in relevant field.</p>	<p>35-40 years</p> <p>40-45 years</p>	<p>Interview</p> <p>Interview</p>
06	Publicity, Corporate brand Imaging	MMG SC-III & SMG Sc- V	<p>Qualification - Graduate or post graduate with minimum 55 % marks in either graduation or post graduation in English/ Mass Communication from a recognized university/ institution.</p> <p>1) For Scale - III Post- Candidate should be in the rank of SC-II or equivalent having minimum 5 years post qualification experience as an officer in an organization in the relevant field or work Experience in any Bank/FI in the related field, which shall be preferred.</p> <p>2) For Scale V post- Applicant should be working as Chief Manager in any PSU/Private Sector Bank for a minimum period of 1 year and his specialized field level experience starting from SC-III to SC-IV should be for minimum period of 3 years including the experience of at least 1 Year in the rank of Chief Manager</p>	<p>25-35 years</p> <p>35-40 years</p>	<p>Interview</p> <p>Interview</p>

07	Engineers :- Civil-4 Electrical-4 Architecture-4	JMG SC-I	Qualification - Degree in Engineering in Civil/Electrical/Architecture with minimum 75% or equivalent CGPA from AICTE approved institution. No post qualification experience required.	20-35 years	Interview
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NOTE : (a) Age, Educational Qualification and Post Qualification Experience should be as on 01.08.2013.

(b) Experience in the relevant field of the post applied for will only be considered and counted from the date of acquiring the experience up to 01.08.2013. (c) Candidates whose result of eligibility qualification is awaited need not apply.

2) RELAXATION IN UPPER AGE LIMIT :

- (i) Scheduled Caste / Scheduled Tribe candidates by 5 years.
- (ii) Ex – Servicemen by 3 Years (in addition to the actual period of service in the Defence forces.
- (iii) Other Backward Class Candidates by 3 years.
- (iv) Physically Challenged Category candidates by 10 years.
- (v) A person who had originally been domiciled in the State of Jammu & Kashmir during 01/01/1980 to 31/12/1989 by 5 years.

NOTE: a) An Ex – Serviceman who has joined a Govt. job on the civil side after availing of the benefits given to him as an Ex- Serviceman for his re-employment, his ex- serviceman status for the purpose of re-employment in Government Service will be considered to have been ceased (b) The relaxation in upper age limit is cumulative as per Govt. of India guidelines (c) All persons eligible for age relaxation under Cl. 2 (v) above must produce the domicile certificate at the time of Interview from the District Magistrate in the Kashmir Division within whose jurisdiction he / she had originally resided or any other Authority designated in this regard by the Govt. of J & K to the effect that candidate had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during 1st January 1980 to the 31st December, 1989.

3) APPLICATION FEE (INCLUDING POSTAGE CHARGE) (NON-REFUNDABLE)

- (a) For SC/ST/PWD candidates **Rs.100.00 (Towards postage only)**
- (b) For all others (including OBC& EXSM) - **Rs. 600.00 (Application Fee plus postage)**

Requisite Application Fee is to be deposited at any of the **Branches of United Bank of India**, through a Deposit Challan as per the format given in the **Bank's website (www.unitedbankofindia.com)**.

NOTE:

- (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., **will not be accepted**
- (ii) The payment towards application fee will be accepted by our Branches between 12.08.2013 and 24.08.2013 (**inclusive of both the days**).
- (iii) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

4) SELECTION PROCEDURE :

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

5) PAY SCALE :

As applicable in the Public Sector Banks for JMG Scale-I to TEG Scale VI.

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

6) PROBATION : Two Years for candidates recruited in JMG Scale-I and for others 1 (one) years.

7) HOW TO APPLY:

- i) Candidates are required to apply on-line through website www.unitedbankofindia.com. No other means/mode of application will be accepted.
- ii) Candidates are required to have a valid personal email ID. The email ID should be kept active during the currency of this recruitment project. Bank may send call letters for Interview and all other communications through this registered e-mail ID. Under no circumstances, the candidates should share his e-mail ID with others.
- iii) Applicants are first required to log in into the Bank's website www.unitedbankofindia.com for opening of the Home page and thereafter opening of the 'Recruitment' - Link. Thereafter, open the notification for recruitments of "Recruitment of Specialist officers (2013-14)"
- iv) Take a Printout of the 'Cash Deposit Challan' as available in the Bank's website.
- v) Fill in the Cash deposit challan in a clear and legible handwriting in BLOCK LETTERS.
- vi) Visit the nearest United Bank of India Branch with Cash deposit Challan and pay in Cash, the appropriate Application Fee for deposit in the CBS Account no. **00980124261071**. Branch list is available in the Link 'Locator' in the Home Page of the Bank's website. The details of fee to be paid is indicated below:

Category of Applicant	Amount of Fees/Postage(Non-refundable)
SC/ST/PWD	Rs 100.00
FOR OTHERS (including OBC& EXSM))	Rs 600.00

Payment of application fee and /or postal charges by Demand Draft /Cheques /Money Orders /Postal Order etc. will not be accepted.

- vii) Obtain the Candidate's Cash Receipt challan duly received by the Bank with (a) Branch Name & Branch SOL ID (b) Transaction ID and (c) Deposit Date.
- viii) Candidates are now ready to apply ONLINE by re-visiting the Recruitment link on the Bank's website by choosing the option "CLICK HERE TO APPLY ONLINE FOR THE POST OF "RECRUITMENT OF SPECIALIST OFFICERS (2013-14)." to open up the Online Application Form.
- ix) Carefully fill in the details from the Cash Deposit Challan in the Online Application Form at the appropriate places. Fill in all other required details therein and click on the "SUBMIT" button at the end of the Online Application Form.
- x) After applying on-line take a print out of system generated online application form and retain it for all future references. **Do not send this printout to Bank.**
- xi) The Candidates copy of the cash deposit Challan in original will have to be submitted at the time of **Interview** along with the copy of the print out of system generated online application form, relevant certificates as regards age, educational qualification ,experience and Call Letter for Interview with photograph affixed.
- xii) The name of the candidate or his father/husband etc should be spelt correctly in the application as it appears in the certificates/mark sheet. Any change /alteration found may disqualify the candidature.
- xiii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till last date for depositing the fees to avoid the possibility of server failure / jam.
- xiv) The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of Bank.
- xv) Candidates are advised to remain in touch with Bank's website for any information which may be posted for further guidance.
- xvi) Candidates are advised to keep a copy of the application printout and their copy of cash deposit Challan for their record. **They should not send the Printout or the Challan to the Bank.**

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies / testimonials.

At the time of interview, if a candidate is (or has been) found guilty of (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the interview or (iv) resorting to any other irregular or improper means his / her candidature for the selection may in addition to rendering himself / herself liable to criminal prosecution will be liable (a) to be disqualified from the interview (b) to be debarred either permanently or for a specified period any examination or selection held by the Bank.

9. GENERAL INSTRUCTIONS :

- (a) Before applying for the post the candidates should ensure that he / she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post for which he / she has applied. The decision of the Bank shall be final in taking any decision on qualification, experience and

other eligibility norms. (b) Candidates seeking relaxation in Fee / Age must enclose a certified copy of the documents in support of his / her claim at the time of Interview and should not send original certificates or materials (c) **Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded for any reason whatsoever** (d) **Original counterfoil of the Cash deposit Challan will have to be submitted at the time of Interview along with the copy of the print out of system generated online application form, relevant certificates as regards age, educational qualification and experience and Call Letter for Interview.** (e) A recent passport size photograph should be tightly pasted on the print out of the online application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification. (f) Unemployed SC / ST / PWD candidates (residing beyond 30 KMS.) called for interview will be paid actual second class to and fro Rail / Bus fare by the shortest route on production of evidence of travel i.e. Railway / Bus receipt / Ticket. (g) Candidates should produce a **“No Objection Certificate”** from their employer at the time of Interview, in absence of which their candidature will not be considered and no reimbursement of fare for interview will be paid to them. (h) Only, candidates willing to serve anywhere in India should apply. (i) Decision of the Bank in all matters regarding eligibility of the candidates, the stages at when such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiry shall be entertained by the Bank on this behalf. (j) Any request for change of address will not be entertained. (k) The Bank shall not be responsible for an application being rejected which is based on wrong information provided for any advertisement issued by an unauthorized person / institution. (l) Only certified true copies of certificates should be submitted by the candidate along with the application at the time of Interview. The same will be verified from the original (m) A candidate belongs to SC / ST / OBC/PH Category should attach a certified copy of SC / ST / OBC/PH certificate issued by Competent Authority on prescribed format as prescribed by Govt. of India. In case of candidates belonging to OBC category, the certificate inter-alia should specify that the candidate does not belong to creamy layer section excluded from the benefits of reservation for other backward classes in Civil post services under Govt. of India. OBC certificate should not be more than one year old as on the date of application. (n) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Kolkata. (o) In case of any dispute arises on account of interpretation of versions other than English, English version will prevail. (p) **The Competent Authority for the issue of certificate to SC / ST / OBC are as under** (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / City Magistrate / Sub – Divisional Magistrate (not below the rank of 1st 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 Tahasildar (iv) Sub – Divisional Officer of the Area where the candidate and or his family normally resides. (q) Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank. (r) Candidate’s admission to the interview is strictly provisional. **The mere fact that the candidate has been called for interview does not imply that his candidature has been finally cleared by the Bank. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening / short listing with reference to candidate’s qualification, suitability, experience etc**

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

Place : Kolkata
Date: 06.08.2013

General Manager,
(Human Resource Management)