

**UNION BANK RECRUITMENT PROJECT 2014-15 (A)
RECRUITMENT NOTIFICATION**

1. Union Bank of India, a leading listed Public Sector Bank with Head Office in Mumbai and having Pan India and Overseas presence, invites ON-LINE applications for recruitment to the following posts.

POST CODE	POST	SCALE / GRADE	BASIC PAY SCALE* (Under Revision)	VACANCIES**
01	Dealer (Specialized Segment)	IV	30600-900/4-34200-1000/2-36200	3
02	Dealer (Specialized Segment)	III	25700-800/5-29700-900/2-31500	7
03	Equity Research Analyst (General Segment)	III	25700-800/5-29700-900/2-31500	1

*In addition, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank.

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

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

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

Sr. No.	Post	Scale/ Grade	SC	ST	OBC	UR	Total
01.	Dealer (Specialized Segment)	IV	0	1	2	0	3
02.	Dealer (Specialized Segment)	III	2	4	1	0	7
03	Equity Research Analyst (General Segment)	III	0	0	1	0	1

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 submitting the ON-LINE application and payment of fees/ intimation charges.	09.09.2014
Last Date for submitting the ON-LINE application and payment of fees/ intimation charges.	23.09.2014

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

3. ELIGIBILITY CRITERIA:

Candidates intending to apply should ensure that they fulfill the eligibility criteria specified by the Bank before applying.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the Post. However, merely applying for / appearing for and/or qualifying in any selection process does not imply that a candidate will necessarily be eligible for employment / confer right on him / her for appointment in the Bank.

(A) Nationality / Citizenship:

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

Provided that a candidate belonging to categories (ii), (iii), (iv) and (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 (As of 31.07.2014):

POSTCODE 01: 03 Vacancies of Dealer (SMGS-IV)

Age:

Minimum 21 Years

Maximum 38 Years for OBC and 40 Years for ST applicants (After allowing the relaxations as per the extant Government guidelines).

Educational Qualifications:

A Post Graduation Degree in Finance / Mathematics / Statistics / Commerce from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies.

OR

MBA / PGDBM in Finance from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies.

And

Literacy in Computer Operations and Word Processing / Computing skills

Post Qualification Work Experience:

A minimum of 4 years Post Qualification Experience as an Officer in the Treasury Front Office - Domestic / Forex Desk of a Scheduled Commercial Bank.

The applicant must be presently working as Trader / Dealer.

Selection Process:

Group Discussion and / or Personal Interview.

POST CODE - 02: 07 Vacancies of Dealer (MMGS-III)

Age:

Minimum 21 Years

Maximum 34 Years for OBC and 36 Years for SC/ST applicants (After allowing the relaxations as per the extant Government guidelines).

Educational Qualifications:

A Post Graduation Degree in Finance / Mathematics / Statistics / Commerce from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies.

OR

MBA / PGDBM in Finance from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies.

AND

Literacy in Computer Operations and Word Processing / Computing skills

Post Qualification Work Experience:

A minimum of 3 years Post Qualification Experience as an Officer in the Treasury Front Office - Domestic / Forex Desk of a Scheduled Commercial Bank.

The applicant must be presently working as Trader / Dealer.

Selection Process:

Group Discussion and / or Personal Interview.

POST CODE - 03: 01 Vacancy of Equity Research Analyst (MMGS-III)**Age:**

Minimum 25 Years

Maximum 43 Years for OBC applicants (After allowing the relaxations as per the extant Government guidelines).

Educational Qualifications:

MA in Economics or MBA in finance from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies.

The Applicant having PhD degree in Economics from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies & CAIIB will be given preference.

Post Qualification Work Experience:

A minimum of 2 years Post Qualification Experience in market research activities in Scheduled Commercial Banks / primary dealers / Asset Management Companies in the field of fixed income / equity / foreign exchange.

Selection Process:

Group Discussion and / or Personal Interview.

Educational Qualifications:

The date of passing the examination, which is reckoned for eligibility, will be the date appearing on the mark sheet/passing certificate, whichever is earlier. Candidates should indicate the percentage calculated to the nearest two decimals in the online application. Where CGPA/SGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application.

Post-Qualification Work Experience:

The experience should be full time and after acquiring the educational qualification notified for eligibility. The experience as a permanent employee will only be considered. The candidate must provide the proof of the claimed work experience. The experience certificate(s) for the period given in the Application should be issued on the prescribed format (The prescribed format of Experience certificate is available as Annexure II with this notification) under signatures of the Competent Authority of the respective employers, clearly stating the period, Post(s) held

and nature of duties performed by them. Copies of the Appointment Letters, Salary Certificates, Pay slip etc will not be accepted in lieu of Work Experience Certificate and the candidate will not be allowed to participate in the process and his candidature can be cancelled at any stage, even after appointment.

(C) Relaxation in upper age limit:

Sr. No.	Category	Age relaxation
1	Persons with Disability (PWD)	10 years
2	Ex-Servicemen, Commissioned Officers including ECO's/SSCO'S who have rendered at least 5 years military service and have been released on completion of assignment (Including those, whose assignment is due to be completed within the next one year from the date of notification) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
3	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989	5 years
4	Persons affected by 1984 riots	5 years

Note:

- (a) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in point C (1) to C (4). However, it is subject to a maximum upper age limit of 50 years. Candidates, who are coming under creamy layer, are not entitled to the benefits of OBC reservation.
- (b) Ex-servicemen candidates who have already secured employment under the Central Government in group 'C' and 'D' will be permitted the benefit of age relaxation as prescribed for Ex-servicemen for securing another employment in a higher grade or cadre in group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen.

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

DEFINITION OF PERSONS WITH DISABILITIES:

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

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

i) OC - Orthopedically Challenged

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

BL - Both Legs Affected but not Arms;

OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia;

OL - One Leg Affected (Right or Left);

MW - Muscular Weakness and Limited Physical Endurance.

ii) HI - Deaf and Hearing Impaired

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

iii) VC - Visually Challenged (Blind /Partially Blind /Low Vision)

Blindness refers to condition where a person suffers from any of the following conditions namely:

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

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

4. PROBATION PERIOD:

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

5. SERVICE INDEMNITY BOND:

The selected candidates will be required to execute a Service Indemnity Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of Rs.250000.00 (Two Lac Fifty Thousand Only) for the Dealers and Rs.200000.00 (Two Lac only) for the Equity Research Analysts, in case he/she leaves the Bank before the completion of 3 years of active service.

6. SELECTION PROCESS:

The selection process may comprise of Group Discussion and / or Personal Interview. However, the Bank reserves the absolute right to decide as to whether to hold all or any of below mentioned modes for selection of the candidates to the respective posts.

(a) Group Discussion (GD)

A Group Discussion, if conducted, shall carry 50 marks and shall be held to assess the candidate's presentation skills, leadership qualities, inter-personal qualities, team spirit, etc. The minimum qualifying marks for the Group Discussion would be 50% marks (45% for Reserved Category Candidates). Candidates not securing the minimum qualifying marks in the Group Discussion will be disqualified for selection at this stage itself.

(b) Personal Interview:

A Personal Interview of 100 marks shall be conducted to assess the candidates' academic record, power of expression, clarity of thought, qualities of leadership, extracurricular activities, hobbies, general demeanor, behavior, communication skills, suitability for the post, etc. The minimum qualifying marks for the Personal Interview would be 50% marks (45% marks for Reserved Category Candidates). Candidates not securing the minimum qualifying marks in the Personal Interview will be disqualified for selection.

7. SELECTION METHODOLOGY:

- I. Short-listing of eligible applicants for GD and / or Personal Interview will be at the sole discretion of the Bank on the basis of information provided in the online application by the applicant. The candidates must, therefore, ensure that they fulfill all the eligibility criteria, have possession of the requisite documents / certificates specified by the Bank, and the particulars furnished in the On-Line Application are complete, true and correct in all respects. Mere being invited for the GD and / or Personal Interview shall not imply that the bank is satisfied about the candidate's eligibility.
- II. The Bank reserves its right to call any number of candidates for the GD and/or Personal Interview at its sole discretion.
- III. After the selection process, the candidates will be ranked category wise in a descending order on the basis of the aggregate marks obtained in the GD and Personal Interview or if GD is not conducted, on the basis of marks obtained in personal Interview. The candidates will thereafter be shortlisted for selection in order of their ranking based on the number of vacancies available under each category.

8. HOW TO APPLY:

The candidates can apply only for one post. The applications of candidates applying for more than one post and / or submitting Multiple Applications/Registrations for the same post will be summarily rejected and the application fee/ intimation charges forfeited. The candidates can

apply only online from 09.09.2014 to 23.09.2014 (both days inclusive) and no other mode of application will be accepted.

Pre-Requisite for applying online:

Before applying online, candidates should:

- I. Scan their photograph and signature ensuring that both conform to the required specification given in Annexure-I, which is provided with this notification.
- II. Keep the necessary details of educational Qualification, Post qualification work experience and other personal details ready for entering in the online application.
- III. Have a valid personal email ID, which should be kept alive for entire duration of the recruitment project. Under no circumstance, a candidate should share with/mention email ID to/of any other person. In case a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online and must maintain that email account. Third party email ID is not permitted.

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

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

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

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

Procedure for applying online:

- (1) Candidates are required to go to the Bank's website "www.unionbankofindia.co.in" and click on the link "Recruitment" under "Career" page to access the Recruitment Notification titled "**UNION BANK RECRUITMENT PROJECT 2014-15 (A) - Link for Notification and Online Application**".
- (2) Eligible candidates are then required to click on the link given at the end of notification for the online application form.
- (3) Candidates will have to enter their basic details in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the 'Guidelines for Scanning and Upload of Photograph and Signature'.
- (4) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (5) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application.
- (6) The application form is integrated with the payment gateway.
- (7) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking.
- (8) If the online transaction has been successfully completed, a Registration Number & Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (9) On successful completion of the transaction, an e-receipt will be generated.
- (10) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- (11) Candidates are required to take a printout of the e-receipt and the submitted online application form.

Note:

- After submitting payment information in the online application form, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users, all prices are listed in Indian Rupee. In case of non-Indian credit card, the Bank will convert the amount based on its prevailing exchange rates.
- To ensure the security of the data, please close the browser window once transaction is completed.

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

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

9. Important Note:

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

The Bank will not be responsible if the candidate 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 candidate 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 on-line for the post the candidate should ensure that he /she fulfills each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.

10. APPLICATIONS FROM SERVING EMPLOYEES OF THE BANK:

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

11. GENERAL INSTRUCTIONS:

- (a) Only those candidates, who are short-listed for appearing in the Group Discussion and /or Personal Interview, can download their call letters from the Bank's website 'www.unionbankofindia.co.in' under "Career" link.
- (b) The Bank will be free to reject any application at any stage of the process. The decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is undertaken, the documents to be produced for the purpose of the conduct of GD, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. 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.

- (c) The candidate 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 the Group Discussion and /or Personal Interview. Candidates failing to produce the Original Documents for verification will not be permitted to participate in the process and their candidature shall stand cancelled.
- (d) The candidates claiming benefit of age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should submit a clear and legible copy of the Medical Certificate issued by Competent Authority as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995" in support of their disability. The prescribed format is available with this notification, which, if needed, may be printed and made use of. The candidates who fail to produce the certificates will not be allowed to participate in the process.
- (e) The candidates belonging to SC/ST Category should submit a copy of their Caste Certificate issued by the Competent Authority in the format prescribed by the Central Government of India, Dept. of Personnel and Training, Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 and No.36036/8/98-Estt. (Res.) dated 16.03.1999. The prescribed format of the SC / ST Caste Certificate is available with this notification, which, if needed, may be printed and made use of. The candidates who fail to produce the certificates will not be allowed to participate in the process.
- (f) The Other Backward Class (OBC) Certificate to be submitted by OBC Candidates should be on the Format prescribed by the Government of India vide Government of India, Dept. of Personnel and Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997 entitled "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" and should invariably contain the '**CREAMY / NON-CREAMY LAYER**' **CLAUSE. The certificate should be issued within one year prior to the last date of online submission of application in prescribed format.** The prescribed format of the OBC Certificate is available with this notification, 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, who will also not be permitted to participate under the General / unreserved category.
- (g) The candidates serving in the Government / Public Sector Undertakings (including banks and Financial Institutions) should submit a "No Objection Certificate" from the employer.
- (h) The Candidates 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.
- (i) The candidates will appear for the Group Discussion and/or Personal Interview, etc. at the allotted centers at their own cost and risk and the Bank will not be responsible for any injury/loss, etc. of any nature. However, the eligible outstation SC/ST and Physically Challenged candidates attending the interview will be reimbursed to and fro Second Class Rail/Ordinary State Transport Bus fare by the shortest route on production of satisfactory evidence of travel along with an application in this regard.
- (j) The candidates are advised to keep track of status of their applications from the Bank's website. The personal and/or telephonic and/or e-mail or postal enquiries will not be entertained/responded to.
- (k) Selected candidates, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate/relieving letter from their present employer before joining the service.

- (l) Appointment of the short-listed / selected candidate is subject to his / her completing the prescribed pre-recruitment Medical Examination and being declared medically fit by Bank's approved Doctor/Medical Centre.
- (m) The appointment will also be subject to receiving satisfactory references 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) and compliance of the rules and regulations of the Bank.
- (n) Canvassing in any form by a candidate will lead to his/her disqualification in the selection process.
- (o) Candidate should ensure that the signatures appended by him/her in all the places, viz. in his/her application form, call letter, attendance sheet etc. are identical.
- (p) The Bank reserves the right to alter, modify or change the eligibility criteria and/or any of the other terms and conditions spelt out in this Notification.
- (q) The Bank reserves the right to scrap the entire process or any / all of the notified vacancies at any stage.
- (r) In case of any dispute on account of interpretation in version other than English, the English version shall prevail.
- (s) Any dispute arising out of this Notification shall be subject to the sole jurisdiction of the Court situated in Mumbai.

12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

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

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

IDENTITY VERIFICATION:

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

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

DATED:13.08.2014
PLACE : MUMBAI

Sd/-
GENERAL MANAGER (HR)

Guidelines for scanning and Upload of Photograph and Signature

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

Photograph Image:

- Photograph should camera facing, recent passport size colour picture against a light colored, preferably white, background. The face should be clearly visible. No head gear, except religious like turbans, and sunglasses are permitted.
- Face should cover 80% of the photograph.
- Dimensions of the photograph should be preferably 200 x 230 pixels
- Size of file should be between 20 kb - 50 kb only

Signature Image:

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

Scanning the photograph and signature:

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

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

Procedure for Uploading the Photograph and Signature:

There will be two separate links for uploading Photograph and Signature

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

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

Note:

- i. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- ii. After registering online candidates are advised to take printouts of their system generated online application forms.
- iii. In case the uploaded photograph or signature is not clear, the candidate may edit his/her application and upload his/her photograph or signature once again.

FORMAT OF EXPERIENCE CERTIFICATE

(ON LETTER HEAD OF THE COMPANY/ORGANIZATION)

This is to certify that Shri/ Smt/ Kumari Joined the services of this organization as..... (Designation/post held) on..... (Date of joining). It is confirmed that the said post belongs to Officer/ Managerial cadre. His /her subsequent promotions, with period of service, if any, are as under. (List out).

Period From	Period To	Designation	Nature of performed duties (Clearly define the duties relating to the applied post as mentioned in the recruitment notification)

It is also certified that Shri/ Smt/ Kumari is presently working as Trader / Dealer since (Applicable only for Traders / Dealers)

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.

I have read and understand the contents of this notification and fulfill all the eligibility criteria specified by the Bank.

[Click Here To Apply on line.](#)