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|  <p>यूको बैंक (भारत सरकार का उपक्रम)</p> <p>UCO BANK (A Govt. of India Undertaking)</p> <p>सम्मान आपके विश्वास का Honours Your Trust</p> | <p>मानव संसाधन प्रबंधन विभाग Human Resources Management Department प्रधानकार्यालय 10 बी टी एम सरणी कोलकाता 700001 Head Office BTM Sarani Kolkata-700001 दूरभाष Phone: 033-4455 7379 ई मेल e-mail : hohrd.calcutta@ucobank.co.in</p> |
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RECRUITMENT NOTIFICATION

Date: 24.10.2020

UCO Bank, a leading listed Public Sector Bank with Head Office in Kolkata and having Pan India, as well as, Overseas presence, invites On-line Applications for recruitment to the following posts in Specialized Segment.

We are looking for talented individuals with winning attitude to be partners in the growth journey of the Bank through shouldering responsibility, as Scale-I and Scale- II in the Specialist Officer cadre.

Candidates are requested to apply Online through the link given on Bank's website www.ucobank.com

Details of Number of Posts & Reservation:

| Sr. No | Name of the Post | Scale | Total Vacancies * | Category wise Vacancies | | | | | | Out of PWD | | | |
|--------|---|---------|-------------------|-------------------------|----------|-----------|----------|-----------|-----------|------------|----------|----------|----------|
| | | | | SC | ST | OBC | EWS | UR | Total | LV | HH | LD | ID |
| 1 | Security Officers | JMGS-I | 9 | 1 | 1 | 2 | 1 | 4 | 9 | 0 | 0 | 0 | 0 |
| 2 | Engineers (Civil-04 Electrical-02 Architect-02) | JMGS-I | 8 | 1 | 0 | 2 | 1 | 4 | 8 | 0 | 0 | 0 | 0 |
| 3 | Economist | MMGS-II | 2 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 |
| 4 | Statistician | JMGS-I | 2 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 |
| 5 | IT Officer | JMGS-I | 20 | 3 | 1 | 6 | 3 | 8 | 20 | 1 | 0 | 0 | 0 |
| 6 | Chartered Accountants/ CFA | JMGS-I | 25 | 4 | 2 | 7 | 2 | 9 | 25 | 1 | 0 | 0 | 0 |
| 7 | Chartered Accountants/ CFA | MMGS-II | 25 | 4 | 2 | 7 | 2 | 10 | 25 | 1 | 0 | 0 | 0 |
| | Total | | 91 | 13 | 6 | 24 | 9 | 39 | 91 | 3 | 0 | 0 | 0 |

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

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes (Non Creamy Layer), UR- Unreserved, LV - Blindness or low vision, HH - Deaf and Hard of Hearing, LD- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy Visually Impaired, ID - Intellectual Disability & Multiple Disabilities, EWS-Economically Weaker Section.

Note: The selected candidate can be posted at any Branch / Office of the Bank at sole discretion of the Bank.

Hence, the candidates willing to work at any of the Branch /Office of the Bank need only apply.

These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

EMOLUMENTS:

Presently, the starting basic pay applicable is as under

| | |
|------------------------|--|
| Scale of Pay – JMGS-I | Rs. 23700 -980/7 -30560 -1145/2-32850-1310/7-42020 (Subject to revision) |
| Scale of Pay – MMGS-II | Rs. 31705 -1145/1 - 32850 -1310/10 - 45950 (Subject to revision) |

Important Dates:

| | |
|--|-----------------------------|
| Opening Date for submitting Online Application & Payment of fees | 27.10.2020 |
| Last Date for payment of the fees and submission of online application form. | 17.11.2020 |
| Date of online Examination | December 2020/January 2021 |
| Date of Interview | Will be informed separately |

Probation Period - Selected candidates in JMGS-I will be on probation for a period of 2 years and selected candidates in MMGS-II will be on probation for a period of 1 year.

CONFIRMATION: -

The confirmation of newly recruited officers will be subject to satisfactory completion of stipulated probation period.

SERVICE BOND:

| Post | Minimum Service Period | Amount |
|---|------------------------|-------------------------|
| Security Officer, Engineers, Statistician, Chartered Accountants/CFA, in JMGS-I | 2 Years | 2 Lacs + Applicable GST |
| Economist, Chartered Accountants/CFA in MMGS-II | 1 Years | 2 Lacs + Applicable GST |
| IT Officers in JMGS-I | 3 Years | 2 Lacs + Applicable GST |

ELIGIBILITY CRITERIA:

NATIONALITY / CITIZENSHIP:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before Jan.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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor 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 examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

Age, Educational Qualification and Post Qualification Experience (as on 01.10.2020)

| POST | AGE (As on 01.10.2020) | EDUCATIONAL QUALIFICATION | EXPERIENCE |
|--------------------------------|---|--|---|
| Security Officers in JMGS-1 | 21-40* *Maximum age upto 40 years with all relaxation in upper age limit | Graduate in any discipline from a recognized University with minimum 60% marks. | 5 years service as Commissioned Officer of Army Navy/ Air Force or Assistant Commandants of Paramilitary Forces (BSF/CRPF/ITBP/CISF/SSB etc) or Dy. Superintendent of Police OR 08 years service as Inspector in Paramilitary Forces (BSF/CRPF/ITBP/CISF/SSB/IB/CBI etc) and Sub-Inspector (investigation wing) of State Police. |
| Civil Engineers in JMGS-1 | 21-30 | A degree in Civil Engineering from a recognized University/Institution with 60% marks. Candidates with postgraduate degree will be preferred. | No mandatory requirement of experience but preference will be given to candidates having experience in relevant field. |
| Electrical Engineers in JMGS-1 | 21-30 | A degree in Electrical Engineering from a recognized University/Institution with 60% marks. Candidates with postgraduate degree will be preferred. | No mandatory requirement of experience but preference will be given to candidates having experience in relevant field. |
| Architect Engineer in JMGS-1 | 21-30 | B.Arch. For Architect Engineer from a recognized University/Institution with 60% marks. Candidates with postgraduate degree will be preferred. | No mandatory requirement of experience but preference will be given to candidates |

| | | | |
|---------------------------------------|--------------|--|---|
| | | | having experience in relevant field. |
| Economist in MMGS-II | 21-30 | Post Graduate in Economics with minimum 60% marks. OR PhD in Economics. | Post Graduate in Economics with minimum two years of experience in relevant field* OR PhD in Economics with no mandatory Experience. |
| Statistician in JMGS-1 | 21-30 | A Post graduation degree in Economics or Statistics/applied Economics/Econometrics from a recognized University with minimum 60% marks. | No mandatory requirement of experience but preference will be given to candidates having experience in relevant field. |
| IT Officer in JMGS-1 | 21-30 | Minimum 60% or equivalent grade in 4 years B.E / B Tech Degree in Computer Science/Information Technology/Electronics & Tele-Communications from a recognised University / institute recognized by AICTE only Or Minimum 60% in MCA (3 years) from a recognised University / institute recognized by AICTE only. | Minimum one Year experience in specialised area. |
| Chartered Accountants/ CFA in JMGS-I | 21-30 | Qualified Chartered Accountant/CFA | No mandatory requirement of experience but preference will be given to candidates having experience in relevant field. |
| Chartered Accountants/ CFA in MMGS-II | 21-30 | Qualified Chartered Accountant/CFA | Minimum Three years work experience as CA. |

***Note: Experience for Economist in MMGS-II** - Minimum 2 years experience as officer, in Scheduled Commercial Banks/PSUs/ Central or State Govt. Departments/ listed Corporate Entity

Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

RELAXATION IN UPPER AGE LIMIT

| Sr | Category | Age relaxation |
|----|---|--|
| 1 | Scheduled Caste/ Scheduled Tribe | Maximum by 5 Years |
| 2 | Other Backward Classes (Non-Creamy Layer) | Maximum by 3 Years |
| 3 | PWD** | Maximum by 10 Years |
| 4 | Ex Serviceman | The upper age limit shall be relaxed by the lengths of military service increased by three years. The resultant age after deducting his period of service from his actual age should not exceed the prescribed age limit by more than three years. However, the maximum age limit for Chief security Officers is 55 years and Security Officer is 40 years. |

***PWD candidates cannot apply for post of security officers.*

Note: These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time

Selection Process for Security Officer:

The selection will be made on the basis of Interview only and the candidates will be called for interview in the ratio of 3 to 5 times of the number of vacancies, as per Bank's decision. Minimum pass marks in the interview will be 40% (35% for SC/ST/OBC candidates) out of a total 100 marks. Based on interview marks, Merit/ Final Select list will be drawn.

Selection Process for Engineers, Economist, Statistician, IT Officers & Chartered Accountant/CFA

The candidates shall be required to appear for online examination to be conducted through IBPS. The successful candidates shall be called for interview.

The tentative structure of the online examination will be as follows:

| Sr. No | Name of Tests | No. of Questions | Maximum Marks | Total Time |
|--------|-------------------------|------------------|---------------|---------------------------|
| 1 | Reasoning | 50 | 50 | Composite time of 2 hours |
| 2 | English Language | 50 | 25 | |
| 3 | Quantitative Aptitude | 50 | 50 | |
| 4 | Professional Knowledge* | 50 | 75 | |
| | Total | 200 | 200 | |

*Professional knowledge in respective field.

The above tests except the Test of 'English Language' will be available bilingually, i.e. English and Hindi

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE):-

| Category of Applicant | Application Fee/ Intimation Charges | GST | Total |
|-----------------------|--|-----|-------|
| SC/ST/PWD | 100 | 18 | 118 |
| UR/EWS/OBC | 1000 | 180 | 1180 |

The candidate is required to pay the non-refundable application fee/Intimation charges irrespective of whether online test is conducted or not and even if the candidate is shortlisted or not for the interview.

Modes of Payment of Fees:-

- Candidates have the option of making the payment of requisite fees / intimation charges through the ONLINE mode only. Payment of fees / intimation charges through the ONLINE MODE from **27.10.2020 to 17.11.2020** and no other mode of payment is acceptable.
- After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- The payment can be made by using debit card / credit card / Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record. The printout of the application form is NOT to be sent to the Bank.
- If the online transaction is not successfully completed, please register again and make payment online. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

HOW TO APPLY: -

DETAILED GUIDELINES / PROCEDURES FOR APPLICATION REGISTRATION: -
IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION.

- Candidates are advised to go to the Bank's website www.ucobank.com and click on the 'RECRUITMENT' to open the link "Online application for recruitment of "Specialist Officer in SCALE I& SCALE II" and then click on the option "APPLY ONLINE" which will open a new screen.
- Candidates are required to have a valid personal e-mail address and mobile number**, which should be kept active till the completion of this Recruitment Process. Bank may send 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 before applying on-line and must maintain that e-mail account and mobile number also.
- Candidates should scan their photograph and signature ensuring that both the photograph (4.5cmX3.5cm) and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- Signature in CAPITAL LETTERS shall NOT be accepted.**
- To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and e-mail 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.

- (vi) Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct prior to final submission.
- (vii) 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 **SUBMIT BUTTON**.
- (viii) 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. Any change/alteration found may disqualify the candidature.
- (ix) Validate your details and Save your application by clicking the '**Validate your details**' and '**Proceed**' button.
- (x) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (xi) Candidates can proceed to fill other details of the Application Form.
- (xii) Click on the Preview Tab to preview and verify the entire application form before **FINAL SUBMIT**.
- (xiii) Modify details, if required, and click on '**FINAL SUBMIT**' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

DOWNLOAD OF CALL LETTERS:

The candidates should download their call letter for written Examination & Interview by entering their registration number and password / date of birth from the Bank's website. **NO HARD COPY OF THE CALL LETTER WILL BE SENT BY POST.**

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.ucobank.com under "Recruitments" > "Careers" link. The list of the applicants shortlisted for Personal Interview will be published on Bank's website.

EXAMINATION CENTRES: -

- i. Bank will be holding on-line test at Ahmedabad, Bangalore, Bareilly, Baroda, Bhopal, Bhubhaneshwar, Chandigarh, Chennai, Delhi, Dehradun, Goa, Guwahati, Hyderabad, Jaipur, Jalandhar, Ernakulam, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Pune, Raipur, Ranchi & Vishakhapatnam.
- ii. Centre's for Interviews will be decided at a later date keeping in view the administrative feasibility.
- iii. Bank, however, reserves the right to cancel any/all of the centres and/or add some centres for Online Test/Interview, at its discretion, depending upon the response, administrative feasibility, etc.
- iv. Candidates are advised to give their preference of Online test centre. The address for the Online test will be advised in the call letters.
- v. No request for change of Centre for Examination will be entertained.
- vi. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- vii. Candidate will appear for the examination/interview at the respective centres at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

viii. Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by the Bank.

GENERAL INFORMATION: -

- I. **Before applying for any post, candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete on-line application form and submit the same as per the instructions given in this regard.**
- II. Candidates are advised to take a printout of their system generated online application form after submitting the application.
- III. The applicants who are shortlisted and / or qualify for Personal Interview will be informed through E-mail 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.
- IV. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.
- V. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam.
- VI. UCO Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of UCO Bank.
- VII. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.
- VIII. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.
- IX. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- X. The applicants serving in the Government / Public Sector Undertakings (including Banks and Financial Institutions) should submit a "No Objection Certificate" from the employer. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- XI. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.

- XII. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.
- XIII. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.
- XIV. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
- XV. Candidates are advised to keep their e-mail ID alive for receiving advices.
- XVI. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.
- XVII. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Kolkata and Courts/ Tribunals/ Forums at Kolkata only shall have sole and exclusive jurisdiction to try any cause/ dispute.**
- XVIII. Bank reserves right to change / modify / cancel the recruitment process at any stage fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
- XIX. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, conduct of online examination / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.
- XX. **For any further details, please visit the Bank's website.**

**GENERAL MANAGER
HRM DEPARTMENT
KOLKATA**