



UNION BANK RECRUITMENT PROJECT - 2011
RECRUITMENT NOTIFICATION

Union Bank of India, Leading Listed Public Sector Bank with Head Office in Mumbai and all India representation invites ON-LINE Applications, from qualified candidates who hold a valid score card issued by IBPS, for recruitment to the [post of Probationary Officer](#).

INCLUDES THE BACKLOG RESERVED VACANCIES FOR SC/ST/ OBC AND FOR PERSONS WITH DISABILITIES.

**[PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE ON-LINE APPLICATION]
{PAY APPLICATION FEES AT ANY UNION BANK OF INDIA BRANCH BEFORE APPLYING ON-LINE}**

CASH PAYMENT OF APPLICATION FEES Rs.200/- (for General & OBC Category Candidates only and Rs. 50/- for others as postage charges.)

AT ANY UNION BANK OF INDIA BRANCH ACROSS INDIA

[Print this Entire Notification. APPLICATION FEE PAYMENT CHALLAN [on Page 22](#) of this Notification.]

OPENING DATE for making ON-LINE Applications after Payment of Fees: 30.12.2011

[Choose Link to appropriate On-Line Application Form, available on the Banks website.]

**LAST DATE FOR MAKING ON-LINE APPLICATION & ON-LINE SUBMISSION
OF APPLICATION FORM**

14.01.2012

1: NAME OF THE POST:

POST CODE	POST	SCALE / GRADE	TOTAL NO. OF VACANCIES	AGE (As on 01.07.2011)
01	Probationary Officer	JMGS I	2473	Min.21 &#amp; Max.30

Maximum Age, exclusive of relaxation for Reserved (SC / ST / OBC/PWD) Category.

The selection process will involve a Personal Interview. . **The Bank also reserves the right to alter the structure depending upon factors like number of eligible applications, etc.**

❖ MULTIPLE APPLICATIONS WILL NOT BE ALLOWED. A candidate may submit ONLY ONE ON-LINE APPLICATION. MULTIPLE APPLICATIONS WILL BE SUMMARILY REJECTED.

Notes:**2 : ABBREVIATIONS& DEFINITIONS :****1. Category of Persons:****GEN (UR)** - General (Unreserved);**SC** – Scheduled Caste;**ST** – Scheduled Tribe;**OBC** – Other Backward Classes.**XSM** - Ex-Servicemen**PWD** - Persons With Disabilities (Physically Challenged Persons) are persons
Who are: **OC** – Orthopaedically Challenged; **HI** - Hearing Impaired.**VC** - Visually Challenged (Blind / Partially Blind / Low Vision).

2. An **Orthopaedically Challenged (OC)** person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. 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 & Limited Physical Endurance.

3. **Visually Challenged(VC)** (a) only those persons who suffer from either of the following conditions:

(i) Total absence of sight,

(ii) Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, or

(iii) Limitation of the field of vision subtending an angle of 20 degrees or worse and so certified by a Medical Board appointed by the State Government.

(b) A person with Low Vision means one 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. **Deaf & Hearing Impaired (HI):** (a) 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 and understand sounds at all - even with amplified speech.

(b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

3 : RESERVATION IN POSTS :

S.No.	Grade / Scale	SC	ST	OBC	UR	TOTAL	VI	HI	OC
1	JMGS-I	368	201	663	1241	2473	64	64	37

As the Reservation for Persons With Disabilities (PWD) Category candidates is on a horizontal basis, the selected candidates will be placed in the appropriate category to which they belong (viz. SC, ST, OBC, and General).

- (a) Candidates belonging to and applying under the **Reserved OBC Category** are required to submit a Certificate regarding his / her "Community" in the prescribed format "**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**" (*Format available on Bank's website along with this Notification*) and the Certificate should contain the **"NON-CREAMY LAYER CLAUSE" based on the Income for the Financial Year ending 31.03.2011 or later.** Candidates not producing the above certificate will not be considered under the OBC Category.
- (b) The number of vacancies indicated above and also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- (c) In case of non-availability of reserved candidates, the Bank reserves its right to Inter-change these categories as per Government Directives.
- (d) It is clarified that it may not be possible to employ candidates belonging to PWD Category in all Offices/Branches of the Bank and they will have to work in the post Identified by the Bank as suitable for them.
- (e) The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches / Offices, anywhere in India.

4 : RELAXATION IN UPPER AGE LIMIT :

The Minimum & Maximum Age as indicated in Para 1 above will be reckoned as on 01.07.2011.

Relaxation in the Upper Age Limit for reserved posts will be available as follows:

- i) Scheduled Caste / Scheduled Tribe candidates by 5 years.
- ii) Other Backward Classes candidates by 3 years.
- iii) Persons with Disability (PWD) by 10 years on cumulative basis. The cumulative age relaxation for PWD category candidates will therefore be (a) by 15 years (10 + 5) for SC/ST; (b) by 13 years (10 + 3) for OBC; and (c) by 10 years (0 + 10) for General Candidates, subject to such cumulative relaxation not taking the age of the candidate to beyond 50 years as on the date of his joining the service of the Bank.

IV) In the case of Ex-Servicemen and 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 last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid, by 5 years for selection through written test & interview and by 3 years plus period of service in armed forces for selection through interview only, subject to his not exceeding the age of 50 years.

V) All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989 by 5 years.

VI) Persons (Children / Family members of those) affected by 1984 Riots by 5 years.

VII) Persons who have completed 5 years service in RRBs by 5 years.

NOTE(a) An Ex-Serviceman who has once joined a Government Job on the Civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of re-employment ceases.

(b) In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/ OBC candidates only.

(c) The candidates eligible for age relaxation under 3 (iv) above must produce the domicile certificate at the time of group discussion / Interview from the district magistrate in the Kashmir division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt. of J& K during 01.01.1980 and 31.12.1989.

(d) All persons eligible for age relaxation under serial no 3 (vi) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 riots affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial services Communication No F. No 9/21/206 –IR Dated 27.07.2007.

(e) There is no reservation for Ex-servicemen candidates in the Officer Cadre.

5. ELIGIBILITY CRITERIA (As on 01.07.2011) :

(i) 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 over to India before 1st 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 a candidate belonging to categories (ii), (iii), (iv) & (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 examination &/or interview but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

(ii) Applications from serving employees:

Subject to their fulfilling the eligibility criteria, **existing employees of Union Bank of India may apply online and then submit their applications through proper channel (HR Departments of the Nodal Regional / Field General Manager's Office / Central 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. For those under Indemnity Service Bond obligations, the remaining incomplete service period contained in the Indemnity Service Bond earlier executed and subsisting will be carried over and added to the new employment.

(iii) Age :

The Minimum and Maximum Age, including the Age with Relaxation, will be reckoned **as of 01.07.2011.**

(iv) Educational Qualifications (as on 01.07.2011) :

The Educational Qualifications prescribed for the post is the MINIMUM. Candidates must possess these qualifications as on 01.07.2011 (inclusive).

When called for the Personal Interview, the candidate **MUST ATTACH TO THE SYSTEM GENERATED PRINTED ON-LINE APPLICATION FORM, PROOF by way of clear and legible photocopies of**

(a) **UNIVERSITY FINAL DEGREE PASSING (CONVOCATION) CERTIFICATE.** *(Provisional Degree Passing Certificate will be accepted only in case of those candidates who have passed the Degree Final Examination and the University has not conferred the Degree on the applicant)*

(b) **YEAR-WISE / SEMESTER-WISE MARK SHEET FOR EACH YEAR / SEMESTER IN RESPECT OF EACH OF THE EXAMINATIONS PASSED from the concerned College & University, AND**

(c) **COMPUTER COURSE PASSING CERTIFICATE** in support the stipulation of having completed the Computer Awareness & Office Automation Course for duration of minimum 60 hours. **The requirement of having completed the Computer Awareness & Automation Course will be waived in case of those Graduates having Computer Awareness or Knowledge as part of the curriculum at the Degree level and this fact should be indicated in the Application Form and also evidenced by an duly highlighted entry of the subject in the relevant Mark Sheet.**

(D) Copy of ONLINE application form submitted to IBPS for applying for the Written test.

THE CANDIDATURE OF CANDIDATES NOT FULFILLING THE ABOVE CRITERIA WILL BE SUMMARILY REJECTED AND THEY WILL NOT BE PERMITTED TO PARTICIPATE IN THE PERSONAL INTERVIEW AND FURTHER SELECTION PROCESS, EVEN THOUGH THEY MAY HAVE PASSED THE WRITTEN EXAMINATION.

- (i) The Percentage of Marks stipulated for the Educational Qualification is for General Category Candidates. Candidates belonging to the Reserved Category (SC / ST / OBC / PWD/), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% Marks in relation to that stipulated for General Category Candidates. *Candidates belonging to SC / ST / OBC / PWD*
- (ii) Categories, filling in "General / Unreserved" Vacancies will not be entitled to the above referred relaxation.
- (iii) The candidate will ensure to provide proof of having the work experience [that he/she claims to possess.](#)

6: ELIGIBILITY CRITERIA (As on 01.07.2011) :

Educational Qualifications:

(a). A Graduate Degree with minimum 55% marks (50% for Reserved Category candidates) in the aggregate in the final year of Graduation from a UGC recognised / AICTE Accredited University / Institution;

PREFERABLY WITH

A Diploma in Banking & Finance (DBF) from the Indian Institute of Banking & Finance (IIBF) ,

AND

(b). Candidates should be Qualified in the Common Written Examination conducted by IBPS and should be holding a valid score card issued by IBPS .

AND

(c). A Certificate for having completed a Course in Computer Awareness & Office Automation for duration of minimum 60 hours from a reputed Computer Training Institute, which will be waived where 'Computers' is a part of the curriculum at the Graduation / Post-Graduation Level.

Selection Procedure:

Through a Personal Interview or any other mode of selection to be decided by the competent authority.

NOTE:

---Candidates must specifically indicate the Class / Division obtained calculated to the nearest two decimals in the relevant column of the application. Where no percentage of Marks is awarded by the University, but only CGPA/ OGPA is awarded, the same should be converted into percentage , besides indicating the CGPA/ OGPA in the application.

---The result of the Qualifying examination i.e Graduation or Equivalent to Graduation, as the case may be, should have been awarded by the University on or before 01.07.2011.

---Candidates should have obtained the specified IBPS score in each test and in aggregate in the common written Examination. candidates should be able to produce the valid score card in support of the scores mentioned in the online application from if called for further selection processes such as Psychometric test and/ or Interview.

(A) **The Educational Qualifications prescribed above for the post is the MINIMUM. Candidates MUST POSSESS these qualifications as on (inclusive) and MUST ATTACH PROOF thereof, i.e., clear and legible photocopies of:**

- (1) **(a)SSC/HSC Passing Certificate and (b)University FINAL DEGREE Passing (CONVOCATION) Certificate for Graduate Candidates. (Provisional Degree Passing Certificate will be accepted only in case of those candidates who have passed the Degree Final Examination and the University has not conferred the Degree on the applicant);**
- (2) **Year-wise / Semester-wise Mark sheet for each year / semester in respect of the Degree Examinations from the educational institution they have studied;**
- (3) **Computer Course Passing Certificate from a recognised Computer Training Institute in support of having completed the Computer Awareness & Office Automation Course. Candidates who have acquired Computer Awareness & Knowledge as part of the curriculum at the Degree level should indicate this fact in the Application Form and also highlight the Computer subject in the relevant Mark Sheet, which should be attached to the Application Form.**

APPLICATIONS NOT FULFILLING THIS CRITERION AND NOT SUBMITTING PROOF AS STATED ABOVE WILL BE SUMMARILY REJECTED.

7. PROBATION PERIOD:

The selected candidate will be on Probation for a period of 24 months (2 years) of active service from the date of his / her joining the Bank.

8. SERVICE BOND :

The selected candidate will be required to execute a Service Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of Rs.200000.00 should he / she leave the Bank before the completion of the 3 year service period.

9. SELECTION METHODOLOGY:

PERSONAL INTERVIEW.

A Personal Interview of 50 marks shall be conducted to assess the candidates' academic record, power of expression, clarity of thought, qualities of leadership, extra curricular 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 clearing the Personal Interview will not be considered for final selection.

(III): The short-listing of the candidates for Personal Interview will be made on the basis of the candidate's performance in the Written Test conducted by IBPS and the Total Weighted Score obtained as per the valid Score Card Issued by IBPS.

Depending on the number of vacancies, only those candidates who are Qualified in the Common Written Examination conducted by IBPS and possess a valid score card issued by

IBPS and rank sufficiently high in the order of merit based on the total Weighted Score shall be called for a **Personal** Interview in the ratio of 1:3 for General / Unreserved Candidates and 1:5 in case of candidates belonging to the Reserved Categories). In other words, 3 General and 5 Reserved Category candidates against the vacancies stipulated respectively would be called for the Personal interview depending upon their ranking as per the total Weighted Score obtained by them. The Bank reserves its right to call for the **Interview** candidates otherwise than in the above ratio at its sole discretion.

(IV) Candidates passing the **Personal** Interview will be ranked in a descending order on the basis of the Weighted Score obtained in the Written Test conducted by IBPS, Personal Interview under the respective SC / ST / OBC / GEN Category.

(V) Subject to the vacancies available under the respective Category, only those candidates who pass the Personal Interview will be short-listed for selection in the order of the Merit Rank obtained by them under the respective Category.

(4) In case it is detected at any stage that the candidate does not satisfy with the conditions stipulated or does not fulfill any of the eligibility criteria, and / or he / she has furnished any incorrect information and / or has suppressed any material information / fact(s) his / her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his / her services will be summarily terminated.

(VI) Appointment of the short-listed / selected candidate is subject to his / her being declared medically fit as per the requirement of the Bank. Such appointment and confirmation in the services of the Bank will also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste / class verification, execution of service bond and other compliances.

10: CENTRES FOR PERSONAL INTERVIEW :

The Personal Interview will be tentatively held at major centers of the country.

NOTE: The Bank reserves the right to allot the candidate to any of the Centres other than the one opted for by him / her, to prepone / postpone / reschedule the Interview Dates & / or to add to or delete or modify / change the Centre and the Venues & / or to cancel the Personal Interview on account of technical or administrative exigencies or any other reason.

The intimation for the purpose of Interview etc. would be sent to the eligible candidates only through e-mail at the e-mail address given by them in the application form. A List of all such candidates' alongwith details such as date, time and venue of the Interview will also be hosted on the Bank's website 'www.unionbankofindia.co.in' under the link "Careers".CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME . Kindly note that no other mode of communication pertaining to theInterview process other than mentioned above will be followed.

Identity Verification :

The candidate should, while appearing for the Personal Interview produce for verification and submit photo copies if required, the original call letter, fee payment receipt, photo identity such as PAN Card/ Passport/ Driving License/ Voters Card/ Bank Passbook with photograph and copy of the application made to IBPS for the written examination. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Group discussion/ Interview.

11: ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, incorrect, tampered, fabricated or should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the abovementioned activities, he / she will not only be disqualified but he / she will be liable to be dismissed from the services of the bank at any time, even after being selected and after joining the Bank's service.

At the time of GD / Interview, if a candidate is (or has been) found guilty of:

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the GD/ or Personal Interview Hall, or
- iv) Resorting to any irregular or improper means in connection with his /her candidature, including resorting to canvassing his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- to be disqualified from the selection process for which he / she is a candidate;
- to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

NOTE: The Bank would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such analysis, if it is suspected that the responses have been shared and the scores obtained are not genuine / valid, the Bank reserves the right to cancel the candidature.

12 : PAYMENT OF NON-REFUNDABLE APPLICATION FEE & POSTAGE CHARGES:

- (1) Applicants are first required to go to the Bank's website 'www.unionbankofindia.co.in' and on the Home Page open the link "Careers".
- (2) Thereafter, open the Recruitment Notification entitled "UNION BANK RECRUITMENT PROJECT – 2011-PO".
- (3) Take a Print of the entire Recruitment Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN' on Page 22 below.

- (4) Fill in the Recruitment Application Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- (5) Go to the nearest Union Bank of India Branch with the Application Fee Challan and pay, in Cash, the appropriate Application Fee as indicated below :

Category of Applicant	Amount of Fees
GEN & OBC	Rs.200.00
Others	Rs. 50.00

- (6) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly received by the Bank with (a) Branch Name, (b) Branch SOL ID, (c) 3 to 10 Digit TRANS ID, and (4) Date of Deposit filled in by the Branch Official.
- (7) You are now ready to Apply On-Line by re-visiting the Recruitment Notification on the Bank's website and going to the link "**ON-LINE APPLICATION FOR OFFICERS 2011**)to open up the appropriate On-Line Application Form Format.
- (8) Fill in the details from the Recruitment Application Fee Payment Challan in the On-Line Application Form at the appropriate place.
- (9) A photocopy of the Received Application Fee Challan should be attached to the System Generated Printed Application Form, which will have to be submitted only at the time of the Personal Interview.

PAYMENT OF APPLICATION FEES BY ANY OTHER MODE EXCEPT BY THE ABOVE STATED MODE WILL NOT BE ACCEPTED. INSTRUMENTS LIKE DEMAND DRAFT / BANKERS CHEQUES / INDIAN POSTAL ORDERS RECEIVED TOWARDS PAYMENT OF APPLICATION FEES WILL NOT BE ENCASHED BY THE BANK AND SUCH INSTRUMENTS IF RECEIVED WILL NOT BE RETURNED TO THE APPLICANTS.

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.

13 : GENERAL INSTRUCTIONS:

- (a) **CANDIDATES ARE REQUIRED TO PAY THE APPLICATION FEE AT ANY UNION BANK OF INDIA BRANCH AND THEREAFTER APPLY "ON-LINE" ONLY FROM THROUGH THE LINK PROVIDED ON THIS NOTIFICATION HOSTED ON THE BANK'S WEBSITE WHICH WILL LEAD THEM TO THE ON-LINE APPLICATION FORM (Refer Para No.17 below "HOW TO APPLY"). THE SYSTEM GENERATED PRINTED APPLICATION FORM AND OTHER DOCUMENTS ARE NOT TO BE SENT AT THE TIME OF**

APPLYING.THESE WILL BE REQUIRED TO BE SUBMITTED BY THE CANDIDATE ONLYWHEN INVITED FOR THE PERSONAL INTERVIEW.

THE CANDIDATE SHOULD ENSURE THAT HE / SHE FULFILS THE ELIGIBILITY CRITERIA AND OTHER NORMS, INCLUDING BEING IN POSSESSION OF DOCUMENTS SPECIFIED IN THIS NOTIFICATION BEFORE APPLYING FOR ANY POST.

A Candidate can submit ONLY ONE ON-LINE APPLICATION . MULTIPLE APPLICATIONS WILL BE SUMMARILLY REJECTED AND THE APPLICATION FEE FORFEITED.

Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which 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. **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 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 are liable to be terminated.**

- (b) After submitting the On-Line Application Form, with the Application Fee details duly entered therein, candidates are required to obtain two (2) Print-outs of the Computerised System Generated Application Form. **one Print-out of the System Generated Printed Application Form, should be kept ready for submission to the Bank, along with one set of photocopies of documents listed in (c), (d), (e) & (f) below, only when invited for the Personal Interview.** The second Print-out of the Application Form may be kept by the candidate for his record.
- (c) The candidate should submit, when invited for the OR Personal Interview, one set of photocopies of all the requisite documents along with the System Generated Application Form, arranged chronologically in the order listed below, in support of (1) his / her Date of Birth, (2) SSC & HSC Examination Passing Certificates & Marks Sheets (3) the Semester-wise / Year-wise Marks Sheets for each semester / year & (4) Degree Passing Convocation Certificate(s) (Provision Passing Certificate only in case of those who have passed the relevant examination during the year 2011, (5) Computer Awareness Training, (6) Work Experience Certificate, if any.
- (d) Candidates claiming the benefit of reservations / age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should also submit a clear and legible copy of the Medical Certificate issued as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995" in support of their disability issued by an Authorised Certifying Authority [as indicated at Para 14(ii)], **clearly indicating the Nature & Quantum (Percentage) of Disability**. We may inform that under section 33 of "The Persons with Disabilities (Equal Opportunities, Protection of Rights & 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 appointed by the Central/ State Govt. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of Test/ Interview if called by the Bank.

- (e) Candidates belonging to SC/ST/OBC Category should submit a photocopy of their Caste Certificate, issued by the Competent Authority in the format prescribed by the (Central) Government of India, Dept. of Personnel & Training, and Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 & No.36036/8/98-Estt. (Res.) dated 16.03.1999. **The prescribed format of the SC / ST/OBC Caste Certificate is available on the Bank's Website after this Notification, which, if needed, may be downloaded, printed and made use of.** SC / ST / OBC candidates, claiming reserved status, failing to submit the photocopies of the caste certificate in prescribed format issued by the competent authority will not be considered for the posts under the respective reserved categories and their candidature will be cancelled. Candidates should, therefore ensure that the Caste Certificate is in the proper format which has been given at the end of this Notification for use, if necessary.
- (f) The Other Backward Class (OBC) Certificate to be submitted by OBC Candidates, at the time of the GD/ OR Personal Interview, should be in the Format prescribed by the Government of India vide Government of India, Dept. of Personnel & 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 based on the income for the financial year 2010-2011, i.e., as of 31.03.2011. The prescribed format of the OBC Certificate with 'Non-Creamy Layer Clause' is available on the Bank's Website after this Notification. As Candidates have sufficient time to download, print and use the Format given in this Notification to obtain the OBC Certificate with the Creamy Layer Clause as of 31.03.2011 and submit it at the time of the Personal Interview, **OBC CERTIFICATES NOT IN THE PRESCRIBED FORMATS AND / OR NOT CONTAINING THE "NON-CREAMY LAYER CLAUSE" BASED ON FINANCIAL YEAR PRIOR TO 2010-2011 i.e., before 31.03.2011, WILL NOT BE ACCEPTED AND THE CANDIDATE'S CANDIDATURE UNDER OBC CATEGORY WILL BE CANCELLED AS SUCH CANDIDATES HAVING APPLIED UNDER THE 'RESERVED CATEGORY', WILL BE DISQUALIFIED AND WILL NOT BE PERMITTED TO PARTICIPATE UNDER THE GENERAL / UNRESERVED CATEGORY.** IT IS THEREFORE IN THE INTEREST OF THE CANDIDATES TO ENSURE THAT THEY GET THEIR OBC CERTIFICATES IN THE PROPER FORMAT AND WITH THE UP-DATED CREAMY LAYER CLAUSE CERTIFICATE ISSUED BY THE COMPETENT AUTHORITIES AND FURNISH THE SAME WHEN INVITED FOR THE GD/ PERSONAL INTERVIEW.

As the candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation, they should indicate their category as 'GEN' while filling in the On-Line Application Form.

- (g) Candidates serving in Government / Public Sector Undertaking (including Banks & Financial Institutions) should submit a "No Objection Certificate" from the employer, at the time of the Personal Interview.
- (h) Candidates claiming to have work experience should ensure that they submit along with the Printed On-Line Application Form, documentary proof thereof by way of

Work Experience Certificates for the periods mentioned in the Application Form, from all their employers, clearly stating the period and nature of employment / duties,. Copies of Appointment Offer Letters, Salary Certificates, etc., in lieu of Work Experience Certificates will not be accepted.

- (i) Candidates should ensure that they keep with themselves (and not attach with the System Generated Application Form) sufficient copies of the System Generated Application Form, for future use during the entire recruitment process, i.e., at the time of the Personal Interview, Medical Examination, Police Verification Formats and the Formal Application Formats. They are also advised not to change their appearance till the recruitment process is complete.
- (j) The candidates will appear for the group discussion / personal interview / medical examination, etc., at the allotted centres at their own cost and risks and the Bank will not be responsible for any injury / loss, etc., of any nature. However, eligible (unemployed) outstation SC / ST & Physically Challenged candidates attending the interview would be reimbursed to & 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.
- (k) Only those candidates (1) who have prima facie, on the basis of the information given in the On-Line Application Form, met with the eligibility criteria & / or (2) who are short-listed for appearing in the Personal Interview and (3) those selected for Pre-Recruitment Medical Examination on the basis of their overall performance in the Personal Interview, will be individually intimated by e-mail at the e-mail address given by them in the application form. A List of all such candidates will also be hosted on the Bank's website 'www.unionbankofindia.co.in' under the link "Careers". CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME AND NOT TO MAKE TELEPHONIC or E-MAIL ENQUIRIES AS PERSONAL & / OR TELEPHONIC & / OR E-MAIL OR POSTAL ENQUIRIES WILL NOT BE ENTERTAINED / RESPONDED TO. While every attempt will be made to ensure that the Intimation to the eligible candidates, short listed for attending the Interview, will be sent sufficiently in advance so as to give the candidate adequate time to attend the Interview, the Bank will not be held responsible for delay/ non receipt in receiving the intimation by the candidate for any reason whatsoever. The candidates are therefore advised to keep track of the status of their candidature by visiting the Banks website from time to time.
- (l) Candidates should ensure that they produce for Bank's verification at the time of the Personal Interview the ORIGINALS of the Documents stipulated above. Candidates failing to produce the Original Documents for verification will not be permitted to participate in the Personal Interview for selection and their candidature shall stand cancelled. Merely invited by the Bank for the Interview does not mean that the candidate is satisfied beyond doubt about the candidates eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the interview call letter for any reason whatsoever shall not be permitted to participate in the Interview even though they may have obtained the desired level of Score in the Written Examination of IBPS and called by the Bank for the Interview.

- (m) Candidates are advised to up- date their communication addresses to ensure prompt receipt of postal mail sent by the Bank after the conclusion of the Interview. Candidates desirous of changing their communication address at any time after the conclusion of the written examination may communicate the change to the Bank giving therein (1) their Full Name, (2) System Generated Registration Number, (3) Written Exam Roll Number, (4) Written Exam Centre, (5) Earlier noted address and (6) the Changed Address. While every effort will be made to incorporate the changed address, the Bank will bear no responsibility & / or liability for not updating the change for any reason whatsoever.
- (n) Candidates selected for appointment in the Bank will be required to execute a Financial **Service Bond** for rendering service for a minimum period of 3 years from the date of joining the Bank. The amount of the Financial Service Bond presently is Rs.2, 00,000.00. Union Bank of India Officers who have been appointed earlier and have executed a Service Indemnity Bond which is still subsisting and are now selected for a position under this Recruitment Process will have the incomplete period of the Service Bond Period added to the new Service Indemnity Bond required to be executed on joining the Bank afresh under this recruitment project.
- (o) Appointment of the short-listed / selected candidate is subject to his / her completing the entire prescribed pre-recruitment Medical Examination and he / she is not suffering from any illness or medical condition and he / she being declared medically fit as per the requirement of the Bank.
- Further, such appointment will also be subject to his / her executing a Financial Service Bond for rendering service for a specified tenure (where stipulated), 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 but before his confirmation in the Bank's service), and compliance of the rules and regulations of the Bank.
- (p) Selected candidates, who are presently in employment, will be required to produce a clear and valid discharge certificate / relieving letter from their present employer before joining the service.
- (q) As Bank Officers are liable to be posted anywhere in India, only those candidates Willing to serve in any Branch / Office throughout the country need apply.
- (r) The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- (s) While due care and caution will be exercised, the Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- (t) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (u) Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (v) Banking, being a versatile activity, needs all round grooming of the selected / Recruited candidate. Accordingly, the candidates recruited / selected in the Bank Will be required to inculcate overall knowledge of various facets of banking and allied subjects for which the bank will provide necessary on-the-job/theoretical

training. It is expected that the candidates selected will Endeavour to equip themselves with skill sets that will enable them to rise to higher positions in the Bank in due course of time.

(w) Canvassing in any form will be a disqualification.

14 : COMPETENT AUTHORITIES FOR ISSUE OF THE CERTIFICATES TO SC/ST & PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED) CANDIDATES:

(i) For SC / ST / OBC Candidates:

a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub- Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

c) Revenue Officer not below the rank of Tahsildar.

d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(ii) For Persons With Disability / Physically Challenged Candidates:

Authorised Certifying Authority will be the Medical Board at the District level. The Medical Board will consist of a Chief Medical Officer, a Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon.

15 : HOW TO APPLY :

A: (a) Candidates MUST POSSESS HIS / HER OWN VALID PERSONAL E-MAIL ID (as mentioned in the online application form while applying for CWE for recruitment of Probationary Officers/ management Trainees) WHICH SHOULD BE VALID FOR THE ENTIRE DURATION OF THIS RECRUITMENT PROJECT. In case a candidate does not have a valid personal e-mail id, he / she should create his / her new e-mail id. THIRD PARTY E-MAIL IDs ARE NOT PERMITTED.

(b) Eligible candidates are required to apply only 'ON-LINE' through our website www.unionbankofindia.co.in. No other means/ mode of application will be acceptable.

(c) A Candidate can submit ONLY ONE ON-LINE APPLICATION which can be made between (both days inclusive).

The candidate should also keep the particulars of their Application Fee Paid details, Educational Qualifications, Work Experience details, and other Personal details ready before applying as these details are required to be entered in the On-Line Application.

(D)To apply ON-LINE :-

- (i) Go on to the Internet and to the Bank's website 'www.unionbankofindia.co.in' and on the Home Page under the link "Careers", access the Recruitment Notification entitled "UNION BANK RECRUITMENT PROJECT – 2011-PO.
- (ii) Print the Recruitment Notification and the Recruitment Application Fee Payment Challan(On Page 22) and make payment of the prescribed Application Fee at any Union Bank of India Branch, as spelt out under "**PAYMENT OF NON-REFUNDABLE APPLICATION FEE & POSTAGE CHARGES**" in Para 14 above **from**
- (iii) After making Payment of the Application Fees re-visit the Bank's Website and the Recruitment Notification
- (iv) **CLICK ON THE APPROPRIATE ALONGSIDE LINK "ON-LINE APPLICATION FOR OFFICERS-2011-PO. to open up the appropriate On-Line Application Form Format.**
- (v) Fill in On-Line the required details in the **Correct Application Form** and **SUBMIT the On-Line Application electronically NOT LATER THAN_**
- (vi) **There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in the online application if any. This modification facility will be available after two days of registration and upto 16.01.2012. Modification will be allowed only three times. After the last date i.e., no modification will be permitted.**
- (vii) Make a note of the allotted System Generated Application Registration Number and Password.
- (viii) After applying On-Line, take two (2) Print-Outs of the duly filled in Computerised System Generated Application Form.
- (ix) The Candidate is required to download a copy of the Application Form and keep ready with the one set of the prescribed documents to be brought along and submitted only when invited for the Personal Interview. Ensure to also bring along the Original Documents for verification when invited for the Personal Interview. The other Print-out is to be retained by the applicant for future reference.

16 : LAST DATE FOR SUBMISSION / RECEIPT OF ON-LINE APPLICATIONS & FORMS :

- (a) The Last Date for **making payment of Application Fees at any Union Bank of India Branch (prior to applying on-line)** is .
- (b) The Last Date for **making an On-Line Application** is.

The Printed copy of the System Generated Application Form , Photocopy of the Recruitment Application Fee Payment Challan and one set of photocopies of the specified Documents SHOULD NOT BE SUBMITTED at the time of making the Application. ALL THESE DOCUMENTS, ALONG WITH THE ORIGINAL OF THESE DOCUMENTS, ARE REQUIRED TO BE SUBMITTED ONLY WHEN INVITED FOR THE PERSONAL INTERVIEW.

CANDIDATES ARE EXHORTED IN THEIR OWN INTEREST NOT TO WAIT TILL THE LAST DATE PAY THE RECRUITMENT APPLICATION FEES AND TO APPLY ON-LINE, BUT TO AVAIL THEMSELVES OF THE OPPORTUNITY OF A LARGE TIME SPAN AFFORDED FOR APPLYING MUCH BEFORE THE CLOSING DATE.

Sd/-

MUMBAI, 16.12.2011

GENERAL MANAGER (P &HR)

FORMAT OF CASTE CERTIFICATE TO BE SUBMITTED BY SC/ST APPLICANTS**FORM OF SC / ST CASTE CERTIFICATE**

This is to certify that Shri/Shrimathi/Kumari*
 _____ son / daughter* of Shri
 _____ of Village / Town*
 _____ in District / Division* _____ of
 the State / Union Territory* of _____ belongs to the
 _____ Caste / Tribe* which is recognised 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) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes & 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 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes & Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra & 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 & Diu) Scheduled Castes Order, 1968;

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Castes Tribes, 1978;

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

...2...

...2...

*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. This Certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes Certificate issued to Shri / Shrimathi* _____, father / mother* of Shri / Shrimathi / Kumari* _____ of Village / Town* _____ in District / Division* _____ of the State / Union Territory* of _____ who belong to the Caste / Tribe* which is recognised as a Scheduled Caster / Scheduled Tribe* in the State / Union Territory of _____ issued by the _____, dated _____.

3. Shri / Shrimati / Kumari* _____ and / or* his / her* family ordinarily reside(s) in Village / Town* _____ of the State / Union Territory* of _____.



Signature _____
Designation _____

PLACE: _____ STATE / UNION TERRITORY : _____

DATE : _____

NOTE. - The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

*** Please delete the words which are not applicable.**

**FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA**

[G.I., Dept. of Per. & Trg., O.M.No.36033/28/94-Estt (Res.), dated 02.07.1977]

This is to certify that Shri/Shrimathi/Kumari*
_____ son / daughter* of Shri
_____ of Village / Town*
_____ in District / Division* _____
of the State / Union Territory* of _____ belongs to the
_____ Community which is recognised as a Backward Class
under:

* (i) Government of India, Ministry of Welfare, Resolution
No.12011/68/93-BCC(C), dated the 10th September, 1993,
published in the Gazette of India, Extraordinary, Part-I,
Section I, No.186, dated the 13th September, 1993.

* (ii) Government of India, Ministry of Welfare, Resolution
No.12011/9/94-BCC, dated the 19th October, 1994,
published in the Gazette of India, Extraordinary, Part-I,
Section I, No.163, dated the 20th October, 1994.

* (iii) Government of India, Ministry of Welfare, Resolution
No.12011/7/95-BCC, dated the 24th May, 1995,
published in the Gazette of India, Extraordinary, Part-I,
Section I, No.88, dated the 25th May, 1995.

* (iv) Government of India, Ministry of Welfare, Resolution
No.12011/44/96-BCC, dated the 6th December, 1996,
published in the Gazette of India, Extraordinary, Part-I,
Section I, No.210, dated the 11th December, 1996.

Shri / Shrimati / Kumari* _____ and / or* his / her*
family ordinarily reside(s) in Village / Town* _____ of the
State / Union Territory* of _____.

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, O.M.No.36012/22/93-Estt.(SCT),
dated 08.09.1993.



Signature _____
Designation _____

Place : _____

Date : _____

*Strike out whichever is not applicable

..2..

...2...

N.B. - (a) The Term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.



(b) The authorities competent to issue caste certificate are indicated below:-

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tahsildar; and

(iv) Sub-Divisional Officer of the area where the candidate &/or his family resides.

BANK'S VOUCHER							APPLICANT'S COUNTERFOIL								
															
UNION BANK RECRUITMENT PROJECT - 2011							UNION BANK RECRUITMENT PROJECT - 2011								
RECRUITMENT APPLICATION FEES PAYMENT CHALLAN							RECRUITMENT APPLICATION FEES PAYMENT CHALLAN								
For Branch Office Use							For Branch Office Use								
Branch Name							Branch Name								
Branch SOL ID							Branch SOL ID								
Credit to A/c. No.		37890 101 0036586					Credit to A/c. No.		37890 101 0036586						
PAYMENT DATE		D	D	M	M	Y	Y	PAYMENT DATE		D	D	M	M	Y	Y
						1								1	
TRANS ID							TRANS ID								
To be filled in by the Applicant							To be filled in by the Applicant								
CATEGORY	()	SC/ST/PW D/XSM	OTHERS				CATEGORY	()	SC/ST/PW D/XSM	OTHERS					
APPLICATION FEE	()	50	Rs.200.00				APPLICATION FEE	()	50	Rs.200.00					
* APPLICANT'S FULL NAME in BLOCK LETTERS: () Mr. / Mrs. / Ms. _____ _____ _____ _____							* APPLICANT'S FULL NAME in BLOCK LETTERS: () Mr. / Mrs. / Ms. _____ _____ _____ _____								
* Applicant's Name <u>on this Payment Challan</u> & <u>on the On-Line Application Form</u> SHOULD BE THE SAME.							* Applicant's Name <u>on this Payment Challan</u> & <u>on the On-Line Application Form</u> SHOULD BE THE SAME.								
Branch Stamp :							Branch Stamp :								
BANK'S AUTHORISED SIGNATORY							BANK'S AUTHORISED SIGNATORY								
1. BRANCH TO ENSURE THAT BRANCH NAME, SOL ID, PAYMENT DATE, and TRANSACTION ID & APPLICANT'S NAME ARE CORRECTLY & LEGIBLY NOTED IN THIS CHALLAN. 2. BRANCH TO <u>CUT THIS PAYMENT CHALLAN INTO HALF ALONG MID LINE</u> , HAND OVER APPLICANT'S COUNTERFOIL TO APPLICANT. RETAIN THE BANK'S VOUCHER PORTION FOR BRANCH RECORDS.							NOTE : While applying ON-LINE, please enter in On-Line Application Form in Application Fee Payment Details (1) Branch Name, (2)Branch SOL ID; (3) Payment Date; & (4) TRANS ID given above. ATTACH PHOTOCOPY OF THIS CHALLAN TO ON-LINE APPLICATION FORM & OTHER DOCUMENTS AND SUBMIT WHEN INVITED FOR PERSONAL INTERVIEW.								

