



UCO BANK

Human Resource Management Department, Head Office
10, B.T.M Sarani, Kolkata 700001

UCO Bank a leading Public Sector Bank, invites applications from Indian citizens for 15 posts of **HR Executives in SMG Scale - IV** in the area of Human Resource Management. They should have Post Graduate and/or MBA qualification, preferably in HR.

Last date for Receipt of Applications - 10.09.2012

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria for the post. They should note that Application Fee and/or Postage Amount once deposited will neither be refunded nor be adjusted against any other project. Candidates are advised to submit their applications correctly in the proforma given at the end of this advertisement. Candidates should ensure that particulars submitted by them are correct and final, as no further changes will be allowed thereafter.

Name of the Post: HR Executives in SMGS - IV

Total Number of Vacancies: 15

Reservations of Posts are as under:

| SC | ST | OBC | GEN | Total Vacancies |
|----|----|-----|-----|-----------------|
| 2 | 1 | 4 | 8 | 15 |

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Class, GEN-General Category.

Scale of Pay in SMGS IV : Rs 30,600 – 900 / 4 – 34,200 – 1000 / 2 – 36,200.

DA, HRA, CCA will be paid as per rules in force from time to time and depending upon the place of posting. Medical, LTC, Terminal Benefits and other perquisites will be as per prevailing rules.

Probation Period – Selected candidates will be on probation for a period of 1 year. After successful completion of probation, the officers will be confirmed in SMGS-IV position.

During the probation they will be paid monthly Salary equivalent to initial stage of pay-scale applicable to SMGS IV.

Confirmation : The confirmation of the newly recruited Specialist Officers will be subject to satisfactory completion of one year probation period.

1. ELIGIBILITY CRITERIA

a) Nationality / Citizenship :

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came 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/interview but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him / her by the Government of India.

b) Age, Educational Qualification and Post qualification Experience (as on 01.08.2012)

| | | | |
|------|------------------------------------|---|--|
| i) | Age | : | Not below 30 years and not above 35 years. (Relaxation in upper age limit for SC/ST/OBC as per Government of India guidelines). |
| ii) | Educational qualifications | : | Post graduate Degree and/or Degree / Diploma in Business Administration. The Postgraduate Degree and/or Degree / Diploma in Business Administration course should be of minimum 2 years full time duration. Courses completed through correspondence/part-time are not eligible. The Institute should be recognized/approved by Government of India, i.e. approved by UGC or AICTE. Preference will be given to those who are MBA with specialization in HR. |
| iii) | Post Qualification Experience | : | A candidate should have minimum 5 year post qualification experience in a Bank / Public Sector Units or a reputed organization deemed fit at the Bank's sole discretion, in the area of HR. |
| iv) | Participation of existing officers | : | Existing officers of the Bank who fulfill the eligibility criteria, i.e. Qualification and Experience as stated above can apply. Existing officers will be allowed 5 years relaxation in upper age limit. |

Notes :

i) **Educational Qualifications** : Educational Qualifications prescribed for the post are the minimum. Candidates must possess these qualifications and must attach proof thereof, i.e., attested photocopies of the Passing Certificates or Provisional Passing Certificate & Marksheet from the educational institution they have studied along with the Application Form.

ii) **Post Qualification Experience:** In the notified post, Post Qualification Work Experience is essential ; it should be full time, relevant to the post applied for and should be post-qualification. The Experience Certificate must clearly indicate the type of work undertaken in the relevant area.

c) Relaxation in Upper Age Limit for reserved category candidates :

| Sl. No. | Category | Age Relaxation |
|---------|---|----------------|
| 1 | Scheduled Caste/ Scheduled Tribe Candidates | 5 years |
| 2 | Other Backward Classes Candidates | 3 years |
| 3 | Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989 | 5 years |
| 4 | Physically Challenged Category candidates: (15 years for OC / HI (SC/ST) and 13 years for OC/HI (OBC) candidates | 10 years |

Notes:

1. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
2. Candidates belonging to reserved categories as well as those for whom no reservation has been announced are free to apply for the vacancies announced for the Unreserved/General category.
3. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim relaxation in age, fees etc. reserved category candidates should submit a copy of the relevant certificate in support of his/her claim along with the Application.
4. Persons eligible for age relaxation under (3) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January, 1980 to 31st December, 1989.

2. Competent Authority for Issue of Certificate to SC/ST/OBC candidates:

District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendary Magistrate/ Sub- Division Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides.

3. SELECTION PROCEDURE:

The selection will be made through Interview by following the undernoted procedure :

| | | |
|--|---|--|
| Short listing and selection of candidates for interview. | : | The applications will be screened/scrutinized and ranked by a Committee to be appointed by the Chairman & Managing Director 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. |
| Conduct of Interview | | Short listed candidates will be intimated to appear before an interview committee appointed by the Chairman & Managing Director. Based on interview marks Merit/ Final Select list will be drawn. |

Note : i) Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short listing with reference to candidates' qualifications/suitability and experience etc.

ii) The selection process may vary depending on the response received at the discretion of the Bank.

4. NON-REFUNDABLE APPLICATION FEE & POSTAGE CHARGES:

| Sl | Category | Total |
|----|--------------------------|--|
| 1 | SC/ ST/ PC candidates | Rs. 50/- (postage charges only) |
| 2 | All others including OBC | Rs. 400/- (Application Fee Rs.350/- plus Rs. 50/- postage charges) |

Notes :

i) The Application Fee should be paid by a Demand Draft/Pay Order only favoring **UCO BANK HR EXECUTIVE RECRUITMENT PROJECT-2012 payable at KOLKATA** and the DD/Pay Order should be enclosed to the Application. Candidate's Name and Date of Birth should be written on the reverse of the Demand Draft/Pay Order.

ii) Cash, Cheques, Money Orders, Postal Stamps etc. will NOT BE ACCEPTED.

iii) A candidate can send one application only. Submission of more than one application by any candidate will render him/her ineligible and in such case all the applications submitted by the said candidate will be rejected and application fees forfeited.

iv) 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. Candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement before applying.

5. GENERAL INSTRUCTIONS:

a) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

b) As the applications are to be processed by a computerized system, it is essential that **the application is strictly in the prescribed format and properly and completely filled in and contains no corrections/alterations/overwriting.**

c) **Before applying for any post, the candidate should ensure that he / she fulfils the eligibility criteria and other norms specified in this advertisement.** Decision of 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. The Bank in this behalf shall entertain no correspondence or personal enquiries. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has 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.**

d) The candidates should send the attested copy of Certificates & Marksheets in support of passing the prescribed qualifying examination and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.

e) In addition to the Certificate & Mark sheets mentioned in Para d) above, candidates belonging to SC/ST/OBC should also send an attested copy of their Caste Certificate issued by the Competent Authority.

Candidates will have to produce original of all Educational Qualification Certificates and Mark Sheets, Experience Certificate(s), Caste / Class Certificate including “Non-Creamy Layer Clause” at the time of interview, failing which his/her candidature may be cancelled.

Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as ‘Gen’ or ‘Gen Physically Challenged’ as applicable. A candidate who after making an application under the OBC Category and participating in the recruitment process is unable to produce the OBC Certificate specifically stating that he/she does not belong to the Socially Advanced Sections, excluded from the benefits of reservations for OBCs in Civil Posts & Services under Government of India, i.e. “Creamy Layer” will have his/her candidature cancelled.

f) An application not accompanied by photocopies of relevant certificates and the requisite fee in form of DD/Pay Order or not in prescribed format or not signed by the candidate or not bearing the candidate's photograph pasted firmly at the specified place or incomplete in any respect will not be entertained.

g) One recent, recognizable Passport size photograph should be firmly pasted on the application at the appropriate place and should be signed across by the candidate. **Five copies of the same photograph should be retained by the candidate for use at the time of interview or thereafter. Failure to produce the same photograph at the time of the Interview may lead to disqualification. Candidates are also advised not to change their appearance till the recruitment process is complete.**

h) Only candidates willing to serve anywhere in India should apply.

i) No request for change of address will be entertained. Candidates are advised to arrange for collecting the communications sent by Post to the address for correspondence mentioned in the Application Form.

j) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.

k) The Bank takes no responsibility for any certificate/remittance sent separately.

l) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.

m) Only those candidates who are short-listed for appearing in the Personal Interview will be intimated at the communication address furnished by them in the Application Form. The list of candidates who will be finally shortlisted for appointment in the Bank will also be intimated at the communication address furnished by them in the Application Form and the said list will be hoisted on the Bank’s Website, www.ucobank.com

n) Appointment of shortlisted candidates will be subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service Regulations & Conduct Rules of the Bank.

o) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their present employer before joining the service.

p) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

q) Action Against Candidates Found Guilty of Misconduct

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not surpass any material information while submitting application. If a candidate is (or has been) found guilty of – (i) using unfair means during the Interview or subsequent selection procedure or (ii) impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or (iii) obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

- i) To be disqualified from the Interview for which he/ she is a candidate.
- ii) To be debarred either permanently or for a specified period from any examination or recruitment conducted by UCO Bank.
- iii) For termination of service, if he/ she has already joined the Bank.

6. HOW TO APPLY:

A: (i) The Application Form should be neatly Typed in English in CAPITAL LETTERS on a A4 size (210 x 297 mm) paper in the format given at the end of this advertisement, which may also be downloaded from the Bank's website www.ucobank.com and filled in by the candidates **(ii)** A recent passport size photograph of the candidate should be pasted at right hand top corner at the space provided in the application and signed across **(iii)** It should also be accompanied by Demand Draft / Pay Order /Banker's cheque (candidate's name and date of birth should be written on the reverse of Demand Draft / Pay Orders / Banker's Cheque) and attested copies of Caste Certificates as indicated above wherever applicable as well as attested photocopies of prescribed Educational Qualifications and Experience Certificate(s) specifying NATURE & PERIOD of experience, originals of which should be produced at the time of interview. **(iv)** It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as the application form. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

B: The Application in the given format should be sent first by e-mail : ho.hrm@ucobank.co.in followed by hardcopy complete in all respect by Registered Post/Speed Post in a closed envelope super-scribed "**APPLICATION FOR THE POST OF SPECIALIST MANAGEMENT EXECUTIVES IN SCALE-IV** ", to the following address:

**The General Manager (HRM)
UCO BANK
Human Resource Management,
Head Office (Ist Floor)
10 B.T.M Sarani
Kolkata 700001**

Application sent through e-mail will not be valid unless the application is received by Registered/Speed Post with photograph pasted thereon and duly signed across along with the Demand Draft/Pay Order and the copies of the relevant educational qualification certificate and mark-sheet, experience certificate and category certificate (in case of SC/ST/OBC/PC candidates). Only e-mail application will not provide any valid candidature.

The candidate for future reference should retain a second copy of the application.

7. LAST DATE FOR RECEIPT OF APPLICATIONS: 10.09.2012

The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE 10.09.2012.

APPLICATIONS RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.

The Bank will not be responsible for loss of Application in transit or for rejection of Application because of its receipt after the last date.

KOLKATA :

**GENERAL MANAGER
Human Resource Management**

(b) EDUCATIONAL/PROFESSIONAL QUALIFICATION : (From 10th standard onwards, as on 01.08.2012 except those submitted under (a) above.

| Examination Passed | Name of University/ Institution Studied | Subjects | Month & Year of passing | %age of marks |
|--------------------|--|----------|-------------------------------|------------------|
| | | | | |

(If space is insufficient please attach a separate sheet)

15. PARTICULARS OF PRESCRIBED POST - QUALIFICATION EXPERIENCE (As on 01.08.2012). Enclose copies of experience certificate, if available)

| Name & Address of Employer | Designation | Period of service (Give Dates) | | Length of service | | Nature of duties performed | Reason for leaving service |
|-------------------------------|-------------|-----------------------------------|----|----------------------|-------|----------------------------------|-------------------------------|
| | | From | To | Yrs. | Mths. | | |
| | | | | | | | |

(If space is insufficient please attach a separate sheet)

16. Any other information : __

DECLARATION

I hereby declare that all statements made in this application are true, complete & correct to the best of my knowledge and belief and that I have not concealed any material facts. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Kolkata. I undertake to abide by all the terms and conditions in the advertisement given by the Bank.

SIGNATURE OF APPLICANT

Place : _____

Date : _____