



मानव संसाधन प्रबंधन विभाग, प्रधान कार्यालय, चतुर्थ तल, 10, वि.त्रै.म. सरणी,

कोलकाता-700 001

Human Resource Management Department, 4th Floor, 10, BTM Sarani, Kolkata-700 001

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Opening Date for Online Application	23.02.2016
Last Date for Online Application	19.03.2016

UCO Bank, a leading Public Sector Bank, invites applications from Indian citizens for the following posts:

Sr. No.	Name of the Post	Grade/Scale	No. of Vacancies
1	Security Officers	JMGS – I	05

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria for the posts. They should note that Application Fee once deposited will neither be refunded nor be adjusted against any other project. Candidates should ensure that particulars submitted by them are correct and final as no further change will be allowed thereafter.

Details of Reservation:

Post	SC	ST	OBC	GEN	Total Vacancies
Security Officer	01	00	00	04	05

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

Scales of Pay:

Scale of Pay for JMGS-I Security Officer = 23700-980/7-30560-1145/2-32850-1310/7-42020

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

Probation Period - Selected candidates for the post of Security Officer will be on probation for a period of 2 years. After successful completion of probation, the officers will be confirmed in JMGS-I position.

During the probation they will be paid monthly Salary equivalent to initial stage of pay-scale applicable to JMGS I. However, in case any newly recruited specialist officer passes JALIB/CALIB examinations during the probation period, he/she will be permitted one increment each as the case may be in the pay scale applicable to him/her.

Confirmation: The confirmation of the newly recruited Specialist Officers will be subject to satisfactory completion of the probation period as relevant for the posts.

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 will be given only after the necessary eligibility certificate issued to him by the Government of India is submitted to the Bank.

b) Age, Educational Qualification and Post Qualification Experience (as on 01.04.2015)

Sr. No.	Post	Age	Educational Qualification	Post Qualification Work Experience & other stipulations
1	Security Officer	Minimum Age – 21 Years Maximum Age – 35 years	Graduate in any discipline from a recognized University	5 Years as Commissioned Officer in Army (Captain)/ Navy (Lieutenant)/ Air Force (Flight Lieutenant). OR Officers in the rank of Inspector (Executive) / Inspector (GD) from Central Police Organization like BSF/CRPF/ITBP/CISF/SSB/CIB/CBI, who joined as Sub-Inspector. OR Any directly recruited Police Officer in the rank of Sub-Inspector who is working with the Police Force for minimum 8 years in investigating cadre.

*The result of the qualification prescribed must have been declared on or before 01.04.2015.

Notes:

Educational Qualifications:

- (A) 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 Certificates & Mark Sheets from the educational institution they have studied along with the Application Form. The exact date of the declaration of the result should be explicitly mentioned in the Degree Certificate issued by the University. Otherwise, the date appearing on the marksheets/Provisional Certificates/ Degree Certificates shall be reckoned for deciding the eligibility. No correspondence shall be entertained in this matter.
- (B) Candidates must specifically indicate the class/ division and percentage of marks obtained (calculated to the **nearest two decimals**) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA (Cumulative Grade Point Average) /OGPA (Overall Grade Point Average) is awarded, the same should be converted into percentage in terms of conversion norms of University in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce the certificates/ document issued by the University evidencing conversion formula of the University, when called for interview.
- (C) Calculation of Percentage: The Percentage marks shall be arrived at by dividing the marks obtained by the candidate in all 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.
- (D) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

c) Relaxation in Upper Age Limit:

S. No.	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	In the case of Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment	3 years plus period of service rendered in armed forces subject to a maximum age of 50

	is due to be completed within the next one year from the last date for receipt of application) otherwise 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 invalidment.	years.
4	All persons who are ordinarily been domiciled in state of Jammu & Kashmir during 01/01/1980 to 31/12/1989	5 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. Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in the Govt. of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt. (SCT) dated 27.10.1986 as amended from time to time.
5. An Ex-Serviceman who has once joined a Government job on civil side after availing the benefits given to him/ her as an Ex-Serviceman for his/her re-employment including a job in the Public Sector Undertaking, ceases to enjoy Ex-Serviceman status for further employment.
6. Persons eligible for age relaxation under (4) 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

(a) For SC/ST/OBC – 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 through interview	:	The applications will be screened/scrutinized 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. 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.
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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:

S. No.	Category	Fee
1	SC/ ST candidates	Rs. 100/-
2	All others including OBC	Rs. 600/-

Notes:

i) The **Application Fee** should be paid online through the bill desk payment gateway;

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) Candidates should take printout of the online application and send it to Head Office along with the photocopy of the relevant documents.

c) **Before applying for the 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, except for SC/ST/OBC category, should send the attested copy of Certificates & Mark sheets 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 and Physically Challenged category should also send an attested copy of their Caste Certificate &/or Medical Certificate of Handicap 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" and PC Certificate where applicable 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'. 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, will be excluded from the benefits of reservations for OBCs

in Civil Posts & Services under Government of India, i.e. "Creamy Layer" and will have his/her candidature cancelled.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification

f) An application not accompanied by photocopies of relevant certificates 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) Any request for change of address will not 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 to connect 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, if any, 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 online 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 for the post will be submitted through online application as per link available at UCO Bank website www.ucobank.com. **(ii)** After successful submission of online application take a print out of the same. **(iii)** A recent passport size photograph signed across by the candidate should be sent to us along with printout of the online application. **(iv)** It should also be accompanied by the attested copies of Caste Certificates / PC certificate 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. **(v)** 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: Print out of online application along with all the documents as stated above (A) (iii) to (v) should be sent by Registered Post/Speed Post in a closed envelope

superscribed "**APPLICATION FOR THE POST OF SECURITY OFFICER IN SCALE - I**", to the following address:

**The General Manager
UCO BANK
HUMAN RESOURCE MANAGEMENT DEPARTMENT
4TH FLOOR
10 BTM SARANI
KOLKATA - 700001**

Application will only be valid if it is received by Registered/Speed Post with photograph and the copies of the relevant educational qualification certificate and mark-sheet, experience certificate and category certificate (in case of SC/ST/OBC candidates).

A second copy of the application should be retained by the candidate for future reference.

7. LAST DATE FOR RECEIPT OF APPLICATIONS BY POST: 26.03.2016

8. The complete Application Form should reach the above mentioned address on or before 26.03.2016

Applications received after the last date will not be entertained and the application fee deposited for the recruitment process will be forfeited.

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:

**DY. GENERAL MANGER
HRM & TRAINING.**