

 <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 प्रधान कार्यालय 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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Date: 12.09.2022

RECRUITMENT NOTIFICATION

RECRUITMENT OF FIRE OFFICER ON CONTRACT BASIS

Date for submission of application (in hard copy) starts from 19.09.2022 to 07.10.2022

UCO Bank, a leading listed Public Sector Bank with Head Office in Kolkata and having Pan India, as well as, overseas presence, invites offline applications for the post of Fire Officer on contractual Basis.

The eligibility and terms of service is furnished hereunder:

Sl.No	Parameter	Criteria
1	Name of Post	Fire Officer
2	Age (As on 01.02.2022)	The minimum age would be 21 years and the maximum age is 40 Years .
3	Educational Qualification	Graduate with either B.E (Fire) from National Fire Service College, Nagpur (NFSC) OR Grade – I from India/UK or Station Officer's course from NFSC with 03 (three) years' experience OR Sub-Officer's course from NFSC with 05 (five) years' experience.
4	Experience	Minimum 05 (five) years' experience of working as fire officer with any PSU/" Navaratna Industry"/Private Corporate Organization. Candidates should be well versed with fire safety norms and State/Central Government rules and regulations in fire safety and security.
5	Mode of Selection	The selection of candidates will be made through interview from the short listed applications received in response to the advertisement.
6	Job Profile	Detailed functioning of Fire Officer are as under: a) Responsible for fire safety of Bank's high rise buildings, formulate and implement Bank's Fire Policy in offices/branches/residences etc. b) To prepare fire orders and fire operational plans and get them promulgated. c) Impart regular training to the occupants of the building in the case of fire-fighting equipment provided on the premises and keep them informed about the fire emergency evacuation plan. d) Maintain all the fire-fighting equipment in good working condition at all times.

		<p>e) Keep proper liaison with local fire brigade.</p> <p>f) Ensure that all fire precautionary measures are observed at all times.</p> <p>g) Assisting the Bank in designing building plans with adequate fire safety measures.</p> <p>h) Work under the general supervision of Chief Security Officer of the Bank.</p> <p>i) Carry out routine visits to all high rise buildings of our Bank and submit his recommendations for strengthening the fire safety aspects already in place.</p> <p>j) Provide adequate training to security officers, Armed Guards and other Staff members on fire prevention and fire fighting.</p>
7	Tenure	<p>The appointment is purely on contract basis for a period of 03 (three) years. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the institute OR for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct. On successful completion of 03 (three) years terms, the tenure may be further extended for 02 (two) years (one year at a time) on the basis of satisfactory performance and conduct.</p>
8	Remuneration	<p>The fixed emoluments of Rs 70000/- (Rupees Seventy Thousand Only) per month will be paid subject to deduction of taxes as applicable.</p> <p>Conveyance allowance: (Reimbursement of actual expenses incurred) subject to maximum Rs 5000/- (Rupees Five Thousand Only) per month.</p> <p>Mobile allowance: (Reimbursement of actual expenses incurred) subject to maximum of Rs 2000/- (Rupees Two Thousand Only) per month.</p> <p>Monthly emoluments and allowances may be reviewed annually.</p>
9	Expiry of contract	<p>The contract will automatically expire on completion of three years until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof.</p>
10	Leave	<p>He/ She shall be eligible for a total 12 days leave per year, out of which not more than 04 days can be taken at a time. Balance of leave of one year shall not be allowed to be carried over to the next year.</p>
11	Location of Office	<p>The Fire Officer shall be placed at Head Office, Kolkata</p>
12	Mode of Selection	<p>The applications received from the candidates will be preliminarily screened and shortlisted on the basis of qualifications, suitability and experience.</p> <p>The requisite number of shortlisted candidates will be called for interview for final selection.</p> <p>The final selection will be made on the basis of eligibility, experience, qualification and performance during interaction / interview.</p> <p>Mere satisfying the eligibility norms do not entitle a candidate to</p>

		<p>be called for interview. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfil the eligibility criteria as may be required for the post.</p>		
13	Nationality/ Citizenship	<p>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.</p>		
14	Mode of Payment / Application Fees (Non-Refundable)	Application Fee / Intimation Charges	GST	Total
		1,000.00	180.00	1,180.00
		<p>Application fees of Rs 1,180.00 (Rupees one thousand one hundred and eighty only) inclusive of GST for all category of candidates is payable by the way of Demand Draft (non-refundable) drawn on any Nationalized Bank in the favour of "UCO BANK FIRE OFFICER RECRUITMENT PROJECT-2022" payable at Kolkata. No other mode of payment is acceptable.</p>		

Procedure for Application:

1. Applicants complete in all respect as per prescribed format (Annexure – I) along with copies of self-attested certificates.
2. Last date for submission of application (hard copies through post) is **07.10.2022**. No application shall be entitled beyond the stipulated date.
3. Incomplete applications or non-supported documents shall be rejected.
4. **Mode of Application:** Application (**Annexure-I**) shall be submitted by Offline Mode with enclosed certificates and Demand Draft (refer clause 14) in an appropriate envelope super scribing "**Application For Fire Officer** " & addressed to:

General Manager,
UCO Bank, Head Office, 4th Floor, H. R. M Department,
10, BTM Sarani, Kolkata, West Bengal – 700 001

5. Documents to be enclosed with application forms.

- A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidate and be forwarded.
- Self-attested photocopy of documents / mark-sheets & certificates having candidates Date of Birth mentioned therein – documents like PAN Card, Driving License, Passport, Birth Certificate, School Leaving Certificate, SSC/HSC Mark Sheet or certificate wherein Date of Birth is mentioned etc.
- Discharge Book/NOC issued by the competent authority.
- Attested copies of certificates / mark sheets and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate, Graduation etc. and Professional Qualification.
- Appropriate document(s) in support of experience.
- Attested copy of community / status certificate in the prescribed format in case of candidates belonging to SC/ST/OBC/PH/ Ex- Serviceman category issued by competent authority.

GENERAL INFORMATION: -

1. Before applying for the 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 filling up of application form and submit the same as per the instructions given in this regard. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.
2. The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.
3. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
4. Unless the Bank extends the contract for further period, on completion of the contractual period of three years, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.
5. Candidate should indicate the percentage obtained to the nearest two decimals in the application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in the application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter-alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
6. The Bank takes no responsibility for any delay in receipt / non-receipt or loss in postal transit of any application or communication.

7. 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 notice, including criteria for qualifying/method and procedure for selection.
8. Only those candidates who fulfil the eligibility criteria will be called for interview and shall be intimated regarding the details via e-mail. Candidates are advised to keep their e-mail ID alive for receiving advices.
9. Candidates will have to produce original certificates for educational qualifications, experience, age, category etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which the candidate will not be allowed for interview and their candidature will be cancelled.
10. 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.
11. 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 interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
12. No Travelling Allowance is payable to candidates who are called for interview,
13. Request for change of contact no./address/ email ID/interview centre will not be entertained.
14. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
15. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.
16. Canvassing in any form will be a disqualification.
17. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
18. In case of selection, candidate will be required to produce proper discharge certificate / No Objection Certificate from the present employer at the time of taking up the appointment.
19. Any dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
20. **ANNOUNCEMENTS:**
All further announcements/ details pertaining to this process will only be published/ provided on Banks website www.ucobank.com from time to time.
21. 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 candidature will stand cancelled. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Decision of bank in all matters regarding eligibility, selection would be final and binding on all

candidates. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this recruitment and would be final.**

Place: Kolkata
Date: 12.09.2022

Sd/-
General Manager - HRM
HRM Department



UCO BANK

APPLICATION FOR THE POST OF FIRE OFFICER ON CONTRACT BASIS

The General Manager
UCO Bank
HRM Department, Head Office
10, BTM Sarani, Kolkata
West Bengal – 700 001

**Affix your Recent
Coloured
Passport Size
photograph
(Self-attested)**

With reference to your advertisement for selection of FIRE Officer dated 12.09.2022 on contractual basis; I submit my application in prescribed format along with requisite documents.

01	Application for the post of	Fire Officer on Contract Basis			
02	Applicant's Full Name				
03	Father's/Husband's name				
04	Date of Birth		Domicile		
05	Marital Status		Gender		
06	Age as on 01.07.2022Days MonthsYears	
07	Landline No.		Mobile No.		
08	Email Address		Nationality		
09	Religion		Category	SC/ST/OBC/GEN/EWS	
10	Person with disability	Yes/No	Type of Disability		
11	Address for Communication				
12	Permanent Address				
13	Language Known	Language	Read	Write	Speak

14	Education Qualification (please enclose self-attested copies of certificate)					
Srl.	Qualification/ Exam Passed	Name of Board / University	Month & Year of passing	Stream / Subject	% Scored	
15	Work Experience Details [please enclose copies of experience certificate (s)] (Please attach separate sheet if required)					
Srl.	Name of the Organization	Post Held	Service Period From TO		Nature of duties performed	Scale of Pay
16	Exposure of Sector (Please attach separate sheet if required)					
17	Whether in Service	Yes/ No	Name of present organization			
			Full Address			
			Position			
18	Total years of services		Reporting to			
			Salary / Compensation presently drawn			
19	If not in service	Date of VRS/Resignation etc. (with proof thereof)				
20	Number of years worked as Fire Officer					
21	Specific experience of working, if any					
22	Details of Non-Refundable Fee					
Srl.	DD Issuing Bank	Place of Issuing	Date of Issue		Amount	
23	List of Enclosures (if any)					

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature is liable to be cancelled /terminated. I have no claim for absorption after termination/completion of tenure contract. I have fully read and thoroughly understood the contents of the advertisement as published by the Bank and I undertake to abide by all the terms & condition set out by the Bank.

I hereby agree that any legal proceedings in respect of any matter or claims or disputes arising out of application or out of said advertisement can be instituted by me at Kolkata only and the courts situated in Kolkata only shall have sole and exclusive jurisdiction to try any clause/dispute.

Date:

Place:

(Name & Signature of Applicant)