



UCO BANK

Human Resource Management Department, Head Office
3 & 4, DD Block, Sector 1, Salt Lake, Kolkata 700064

UCO Bank a leading listed Public Sector Bank invites applications from Indian citizens for **3 posts of Specialist Management Executive in SMG Scale-IV and for 5 posts of Specialist Management Officer in MMG Scale-III** who should be MBA (HR) for their utilization in the area of Human Resource Management

Last date for Receipt of Applications

- 30.05.2011

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 pro-forma given at the end of this advertisement. Candidates should ensure that particulars submitted by them are correct and final as no further change will be allowed thereafter.

	Name of the Post :	Total Number of Vacancies	Reservation of Posts
1.	Specialist Management Executives in SMGS IV	3 [Gen]	As per Govt. of India guidelines 13 point Roster Model
2.	Specialist Management Officer in MMGS III	5 [Gen-4, Obc-1]	As per Govt. of India guidelines 13 point Roster Model

Scales of Pay in SMGS IV : Rs 30600 - 900/4 - 34200 - 1000/2 - 36200

Scales of Pay in MMGS III : Rs 25700-800/5-29700-900/2-31500

DA, HRA, CCA will be paid as per 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.

Other Criteria/Condition for Selection of Specialist Management Executives in SMGS IV and Specialist Management Officer in MMGS III :

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 / MMGS III position.

During the probation they will be paid monthly Salary equivalent to initial stage of pay-scale applicable to SMGS-IV OR MMGS III. However, in case any newly recruited specialist officer passes CAIIB Part-I /Part II examinations during the Probation period he will be permitted one or two increments as the case may be in the pay scale applicable to him.

Confirmation : The confirmation of the newly recruited Specialist Officers will be subject to satisfactory completion of one year probation period and can be extended for a period of six months at the discretion of Bank.

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 by the Government of India.

b) Age, Educational Qualification and Post qualification Experience (as on 01.10.2010)

i)	Age	:	Scale-IV: The minimum age for the post will be 25 years and maximum 35 Years. Scale-III: The minimum age for the post will be 25 years and maximum 30 years. (Relaxation in upper age limit for SC/ST/OBC/Physically Challenged candidates will be as per Government of India guidelines).
ii)	Educational qualifications	:	Post graduate Degree/ Diploma in Business Administration - Human Resource The MBA course should be of a minimum 2 years full time duration. Course 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.
iii)	Post Qualification Experience	:	Scale-IV: A candidate should have minimum 5 (Five) year post qualification experience in a Bank in the area of Human Resource. Scale-III: A candidate should have minimum 3 (Three) year post qualification experience in a Bank in the area of Human Resource.
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 subject to age relaxation of 5 years (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.

The above Executives / Officers will have the following job roles:

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

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 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.	3 years plus period of service rendered in armed forces subject to a maximum age of 50 years.
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Physically Challenged Category candidates : (10 years for OC / HI (SC/ST) and 8 years for OC/HI (OBC) candidates	5 years

Notes:

1. As the reservation for Physically Challenged Candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz., SC, ST, OBC, General, etc.) to which they belong.
2. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

d) Physically Challenged Persons (PC) – Definition :

- i) An Orthopaedically Challenged (OC) person is one who is suffering from Locomotor Disability or Cerebral Palsy.

Locomotor Disability: “Locomotor Disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy: “Cerebral Palsy” means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development

- ii) Hearing Impaired (HI): “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- iii) Only such person would be eligible for reservation in services / posts who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by the Central/State Govt.

2. Competent Authority for Issue of Certificate to SC/ST/OBC/PC 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.
- (b) For Physically Challenged - Authorised certifying authority will be a Medical Board duly constituted by the Central or the State Government having at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability as the case may be.

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 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. Minimum pass marks in the interview will be 40% (35% for SC/ST/OBC/Physically Challenged 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 & POSTAGE CHARGES:

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

Notes :

i) The Application Fee should be paid by a Demand Draft/Pay Order only favouring **UCO BANK HR SPECIALIST RECRUITMENT PROJECT-2011** payable at KOLKATA and the DD/Pay Order should be enclosed with 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 computerised 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 & Marksheets 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' 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) The candidates who will be called for interview will be entitled to 1st class/ AC III Tier to and fro Railway fare/Bus Fare by shortest route on production of evidence of travel (Rail/Bus Ticket/receipt etc.)

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

j) 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.

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

l) The Bank takes no responsibility to connect any certificate/remittance sent separately.

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

n) 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

o) 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.

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

q) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

r) 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 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 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 / 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. **(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 Email : hohrd.calcutta@ucobank.co.in followed by hardcopy complete in all respect by Registered Post/Speed Post in a closed envelope superscribed "**APPLICATION FOR THE POST OF HR SPECIALIST IN SCALE-IV / SCALE-III**", to the following address:

**The General Manager
UCO BANK
Human Resource Management Department,
Head Office (4th Floor)
3 & 4, DD Block, Sector 1, Salt Lake,
Kolkata 700064**

Application sent through Email will not be valid unless the application is received by Registered/Speed Post with photograph pasted thereon and duly signed across alongwith 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 Email application will not provide any valid candidature.

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

7. LAST DATE FOR RECEIPT OF APPLICATIONS BY POST : 30.05.2011

The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE 30.05.2011.

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 : 31.03.2011

**GENERAL MANAGER
HUMAN RESOURCE MANAGEMENT**

13. PERMANENT ADDRESS:

STATE											PIN CODE																	

14. Languages known (Indicate by ✓ mark in appropriate box) :

A]	<input type="checkbox"/>	Speak	<input type="checkbox"/>	Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	B]	<input type="checkbox"/>	Speak	<input type="checkbox"/>	Read	<input type="checkbox"/>	Write	<input type="checkbox"/>
C]	<input type="checkbox"/>	Speak	<input type="checkbox"/>	Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	D]	<input type="checkbox"/>	Speak	<input type="checkbox"/>	Read	<input type="checkbox"/>	Write	<input type="checkbox"/>
E]	<input type="checkbox"/>	Speak	<input type="checkbox"/>	Read	<input type="checkbox"/>	Write	<input type="checkbox"/>	F]	<input type="checkbox"/>	Speak	<input type="checkbox"/>	Read	<input type="checkbox"/>	Write	<input type="checkbox"/>

15. (a) DETAILS OF POST-RELATED QUALIFICATIONS (as on 01.10.2010):
(Enclose Photocopies of Certificates & Marksheets).

Name of Graduation / Post-Graduation Degree passed	Month & Year of Passing	Percentage of Marks Obtained	Class / Division / Grade	Subjects studied

(b) EDUCATIONAL/PROFESSIONAL QUALIFICATION : (From 10th standard onwards, as on 01.10.2010 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)

16. PARTICULARS OF PRESCRIBED POST - QUALIFICATION EXPERIENCE (As on 01.04.2011). 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)

17. 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.

Place : _____

Date : _____

SIGNATURE OF APPLICANT