



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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ई मेल e-mail :hohrd.calcutta@ucobank.co.in

UCO Bank a leading listed Public Sector Bank invites applications from Indian citizens for 100 posts of **Chartered Accountant in MMGS II** who should be Chartered Accountant for their utilization in the area of Treasury/Credit/International Banking/Loan syndication/Inspection/Risk Management etc. as per the need of the Bank.

Start for the online application – 20.10.2015
Last Date for the online application – 20.11.2015

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 should ensure that particulars submitted by them are correct and final as no further change will be allowed thereafter.

Name of the Post: Chartered Accountant in MMGS II (Specialist cadre)

Total Number of Vacancies: 100*

Reservation of vacancies are as under:

SC	ST	OBC	GEN	Total Vacancies	OC	HI	VI
15	7	29	49	100	1	1	1

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Class, GEN-General Category, OC-Orthopedically Challenged, HI - Hearing Impaired and VI – Visually Impaired.

- Including backlog reservation for SC – 2, ST – 1 & OBC – 5.

Scales of Pay in MMGS II:

Scale of Pay for scale II officer – 31705-1145/1-32850-1310/10-45950.

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.

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 MMGS-II position.

During the probation they will be paid monthly Salary equivalent to initial stage of pay-scale applicable to MMGS II. However, in case any newly recruited specialist officer passes JAIB/CAIB 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 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 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 01.04.2015)

i)	Age	:	Not below 21 years and not above 35 years. (Relaxation in upper age limit for SC/ST/OBC/Physically Challenged candidates will be as per Government of India guidelines).
ii)	Educational qualifications	:	CA passing the relative professional examination is Must .

Notes:

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 & Mark sheet from the educational institution they have studied along with the Application Form.

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 Orthopedically 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, pre-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) Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

- iv) 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 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:

Sl	Category	Fee
1	SC/ ST/ PWD 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) Please take printout of the online application and send it to Head Office alongwith 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/Physically Challenged 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' 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.

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 CHARTERED ACCOUNTANT IN SCALE-II**", 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/PC 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 : 27.11.2015

8. The complete Application Form SHOULD REACH the above mentioned address ON OR BEFORE: 27.11.2015.

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:

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