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यूको बैंक (भारत सरकार का उपक्रम) UCO BANK (A Govt. of India Undertaking)
सम्मान आपके विश्वास का Honours Your Trust

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RECRUITMENT OF SPECIALIST OFFICERS ON REGULAR BASIS 2025-26

Advertisement No: HO/HRM/RECR/2024-25/COM-70

ONLINE REGISTRATION OF* APPLICATION *& PAYMENT OF FEES: FROM 27-12-2024 TO 20-01-2025

UCO Bank invites online applications from eligible candidates for appointment in various positions under specialist cadre.

1. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. The process of registeration is complete only when application fee/intimation charges are deposited with the Bank through Online mode on or before last date for payment of fee.
3. **Candidates are required to upload all required documents (age proof, qualification, experience (if applicable) etc.) failing which their candidature will not be considered for examination/shortlisting/interview.**
4. Candidates are advised to check Bank's website **https://ucobank.com -> career** regularly for details and updates.
5. **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
6. No hard copy of application & other documents to be sent to this office.

Eligible Candidates are required to apply Online as per the registration link available on Bank's website **https://ucobank.com ->career ->Recruitment Opportunities** after carefully reading the advertisement regarding the selection process, eligibility critera, online registration process, payment of application fee/intimation charges, process & pattern of examination/interview etc. and ensure that they fulfil the stipulated critera and follow the prescribed processes.

1. Details of Vacancies:

S.No	Position	Scale	Age as on 01-11-2024	Vacancies	SC	ST	OBC	EWS	UR	Out of Which PwBD			
										VI	HI	OC	ID & OTHERS
1	Economist	JMGS-I	21-30	02	00	00	00	00	02	00	00	00	00
2	Fire Safety Officer	JMGS-I	22-35	02	00	00	00	00	02	00	00	00	00
3	Security Officer	JMGS-I	25-35	08	00	00	02	02	04	00	00	00	00
4	Risk Officer	MMGS-II	25-35	10	01	01	02	01	05	00	00	00	00
5	IT Officer	MMGS-II	25-35	21	02	01	06	02	10	00	00	00	00
6	Chartered Accountant	MMGS-II	25-35	25	04	02	07	02	10	01	00	00	00
Total				68	07	04	17	07	33	01	00	00	00

Abbreviations stand for: JMGS-I - Junior Management Grade Scale-I, **MMGS-II** - Middle Management Grade Scale-II **SC** - Scheduled Castes; **ST** - Scheduled Tribes; **OBC** - Other Backward Classes; **EWS** – Economically Weaker Section; **UR** – Unreserved, **PwBD** – Persons with Benchmark Disabilities; **VI** – Visually Impaired; **HI** – Hearing Impaired; **OC** – Orthopedically Challenged/ Locomotor Disability, **ID** - Intellectual Disability

**The vacancies mentioned above are provisional and may vary according to actual requirement of the Bank. The Bank reserves its right to interchange the number of reserved vacancies in various categories as per Government guidelines.

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Candidates can apply for only one position. A candidate applying against vacancy of one position will not be eligible to apply against vacancy of any other position.

Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying/appearing for and being shortlisted in the online examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

2. Pay Scale and Emoluments:

Scale	Basic Pay Scale
JMGS-I	48480-2000/7-62480-2340/2-67160-2680/7-85920
MMGS-II	64820-2340/1-67160-2680/10-93960

- D.A., H.R.A./ Lease accomodation, C.C.A., medical benefits, other allowances and perquisites will be admissible as per prevailing rules and regulations in the Bank. Change in rules of the Bank and Industry level settlements in this regard will be applicable from time to time.

3. Eligibility Criteria:

A. Nationality/ Citizenship

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 favour certificate of eligibility has been issued by the Govt. of India.

B. Relaxation of Upper age limit

Sr.No.	Category	Age relaxation
i.	Scheduled Castes/Scheduled Tribes (SC/ST)	5 years
ii.	Other Backward Classes (Non- creamy layer) {OBC-NCL}	3 years
iii.	Persons With Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
iv.	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per Government guidelines	5 years
v.	Persons affected by 1984 riots	5 years

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Note:

I. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point iii to v.

II. The maximum age limit specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates.

III. Candidates seeking age relaxation will be required to submit in original along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by Bank.

IV. Candidate must produce Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PwBD category candidates. In absence of valid certificate, the candidature will be liable for cancellation/ rejection and no communicationin this regard will be entertained by the Bank.

V. 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. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.

VI. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman. There is no reservation for Ex-servicemen in Officers' Cadre.

VII. Candidate belonging to reserved catergory for whom no reservation has been mentioned can apply for vacancies announced for general category provided they fulfil criteria applicable to general category.

VIII. Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark Disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority, at any point during the process or thereafter.

IX. The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per seats. These guidelines are subject to change in terms of Govt. of India guidelines/ clarifications, if any, from time to time.

C. EWS (Economically Weaker Section)

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

i.) 5 acres of Agricultural Land and above;

ii.) Residential flat of 1000 sq. ft. and above;

iii.) Residential plot of 100 sq. yards and above in notified municipalities;

iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of interview.
4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

D. Educational Qualification and experience as on 01-11-2024:

1. Economist in JMGS-I	
Educational Qualifcation	A Post graduation degree in Economics/ Econometrics/ Business Economics/ Applied Economics/ Financial Economics/ Industrial Economics/ Monetary Economics/ or equivalent from a University /Institute recognized / approved by Government of India or its Regulatory bodies.

2. Fire Safety Officer in JMGS-I	
Educational Qualification	**Experience**
Bachelor Degree of Fire Engineering from National Fire Service College (NFSC) Nagpur **[OR]** Bachelor Degree of Fire Engineering/Technology from Institutes/ Universities recognised by Govt. bodies **[OR]** Bachelor Degree from any university recognized by Govt. bodies **and** Divisional Officer course from National Fire Service College, Nagpur	Post qualification composite experience of minimum one (01) year as an Fire Safety Officer or equivalent post in PSUs/ PSBs/ Central Govt. / State Govt./ City Fire Brigade/ State Fire Bridage/ Fire safety in charge in Corporate/ Big Industrial Complex.
Bachelor Degree from any university recognized by Govt. bodies **and** Graduate from Institute of Fire Engineers India/ Institute of Fire Engineering-UK **[OR]** Bachelor Degree from any university recognized by Govt. bodies **and** Sub Officer/ Station Officer course from National Fire Service College, Nagpur with minimum of 60% marks in aggregate	Post qualification composite experience of minimum three (03) years as an Fire Safety Officer or equivalent post in PSUs/ PSBs/ Central Govt. / State Govt./ City Fire Brigade/ State Fire Bridage/ Fire safety in charge in Corporate/ Big Industrial Complex.
Skills Required:	• Candidate should be well versed with fire safety norms and regulations; • Should have knowledge of fire prevention and firefighting techniques; • Proficiency in implementing safety protocols; • Basic computer knowledge.

3. Security Officer in JMGS-I	
Educational Qualifcation	Graduate in any discipline from a University /Institute recognized / approved by Government of India or its Regulatory bodies.
Experience	Commissioned Officer of Army/ Navy/ Air Force or Assistant Commandants of Paramilitary Forces (BSF/CRPF/ITBP/CISF/ SSB etc.) or Dy. Superintendent of Police with minimum 5 years' of service. **[OR]** Inspector in Paramilitary Forces (BSF/CRPF/ITBP/CISF/SSB/ IB/CBI etc.) and Sub-Inspector (investigation wing) of State Police with minimum 08 years' of service.

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4. Risk Officer in MMGS-II	
Educational Qualifcation	**Mandatory:** Bachelor's degree in Finance/Economics/Statistics or related fields from a University /Institute recognized / approved by Government of India or its Regulatory bodies. **[OR]** Chartered Accountant Certification from the Institute of Chartered Accountants of India (ICAI)/ Cost & Management Accountancy from the Institute of Cost Accountants of India (ICMAI)/ Company Secretary from the Institute of Company Secretaries of India (ICSI). **[OR]** MBA/ PGDM in finance/Risk Management or related fields from a University /Institute recognized / approved by Government of India or its Regulatory bodies. **Desirable:** Professional certification such as CFA (CFA-Institute-USA)/ FRM (GARP)/ PRM (PRMIA)/ Any other certification in fields related to Risk Management from reputed Institute.
Experience	Minimum two (2) years' experience in Banking/financial sector specifically in risk management or related functions.

5. IT Officer in MMGS-II	
Educational Qualifcation	B.E. / B. Tech. in Information Technology/Computer Science / Electronics and Communications / Electronics and Telecommunications / Electronics/ M.C.A. / M.Sc. Computer Science from a University /Institute recognized / approved by Government of India or its Regulatory bodies.
Experience	Minimum two (2) years of post-qualification experience in Information Technology domain within PSUs/Banks/Financial Institutions/Listed IT Companies/Private Limited Companies. **Preferred Experience Areas:** Candidates with proven experience in any of the following profiles will be given preference: • JAVA Development. • Java Production Support. • Microsoft. Net Development. • Microsoft. Net Production Support. • Project Management in IT. • Testing (across Technology such as JAVA, JAVAScript, JSP, Spring Boot, Microsoft.Net, Python etc). • Windows/ Linux System Administration. • Database Administration (relational databases such as Oracle, MySQL, MSSQL). • Networking (Basic and advanced), with hands on experience in routers, Switches, and firewalls.

6. Chartered Accountant in MMGS-II	
Educational Qualifcation	Chartered Accountant Certification from the Institute of Chartered Accountants of India (ICAI)
Experience	Minimum two (2) years of post-qualification experience specifically in Banking, Financial Services or Corporate financial environment

The candidate must possess valid Mark-sheet / Degree Certificate and indicate the percentage of marks obtained in Graduation while registering for the position.

Note:

(1)All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 01-11-2024.

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(2) Proper document from Board / University for having declared the result on or before 01-11-2024 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(3) Candidate should indicate the percentage obtained in Graduation/ Post Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

If the advertised postion required expereince, the relavant experience certificate from the employer must explicity state that the candidate has experience in that specified field.

4) Application Fee/ Intimation Charges (Non-refundable):

Application Fees/ Intimation Charges [Payable from **27-12-2024 to 20-01-2025** (Only online payment), both dates inclusive] shall be as follows: -

Rs. 100/- (inclusive of GST) for SC/ST/PwBD candidates.

Rs. 600/- (inclusive of GST) for all others.

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate. Fee/ Intimation charges once paid will **NOT** be refunded on any account nor can it be held in reserve for any other exam or selection.

5) Mode of Selection:

I. The selection will be done through Online Written Examination and/or Screening and/or Interview or any other selection process as decided by the Bank.
II. The screening committee constituted by the Bank will examine whether the candidates fulfil the required eligibility criteria. Bank may decide the parameters to be adopted for screening process. No representation or correspondence will be entertained by the Bank in this regard.
III. Short-listing will be purely provisional without verification of documents. Candidature will be subject to verification of details/ documents as and when called by the Bank.
IV. Adequate candidates as decided by the Bank will be shortlisted based on their eligibility, qualification, experience (if applicable). Only most suitable candidates will be called for selection process. Therefore, mere satisfying the eligibility norms do not entitle a candidate to be called for further selection process.
V. The qualifying marks in online written examination/Interview/selection process will be decided by the Bank.
VI. Merit list for selection will be prepared in descending order on the basis of scores obtained in online written examination and interview or interview only. In case more than one candidate scores same marks as cut-off marks in the merit list (common marks at cut off point) such candidate will be ranked in the merit list according to their age in descending order, in the merit list.

Bank reserves the right to conduct written examination depending upon number of applications received. In case selection process for any of the above positions involves online written examination, the details of structure of the examination will be intimated through Bank's website https://ucobank.com. Other detailed information regarding the examination will be given in Bank's website https://ucobank.com.

Note: -

1. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will not be allowed to appear for the interview.

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2. Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for the process.
3. **All documents like Educational Qualification, Caste Certificates including OBC Non Creamy Layer certificate, EWS Certificate, Disability Certificate, Experience Certificate (as applicable) etc. will be verified with the issuing authority to ensure the veracity and validity of the same as and when required. Any wrongful submission of such documents will attract action of debarring the candidate and further taking legal action as applicable.**
4. **It will solely be the responsibility of the candidate to submit genuine and proper documents, any wrongful submission found after joining will also attract same action as mentioned in point 3 above.**

6) Probation and Service Bond:

The selected candidates will be on probation for under mentioned period of active service from date of joining. There is a mandatory provision of executing a service bond by the selected candidates The selected candidate shall execute a Bond to serve the Bank for a period of minimum 2 (two) years or pay a sum of Rs. 2.00 (Two) Lakh in case the he/she leaves the Bank prior to completion of two years.

Scale	Probation Period	Bond	
		Amount in Rs.	Minimum Service Period
JMGS-I	Two (2) years	Two (2) lakh	Two (2) Years
MMGS-II	One (1) Year	Two (2) lakh	Two (2) Years

Confirmation will be made on being satisfied about the performance and conduct during the period of probation. If any candidate fails to achieve minimum standard stipulated, his/her services may be terminated as per policy of the Bank in force at the material time.

7) The Competent Authority for the issue of the certificate to SC / ST / OBC / Economically Weaker Section PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / SubDivisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

Economically Weaker Section : (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate, (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
For Persons with Benchmark Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories must submit certificates in the prescribed format to confirm their eligibility at the time of interview.

8) How To Apply

Candidates can apply online only **from 27-12-2024 to 20-01-2025** through the link provided in Bank's website and no other mode of application will be accepted.

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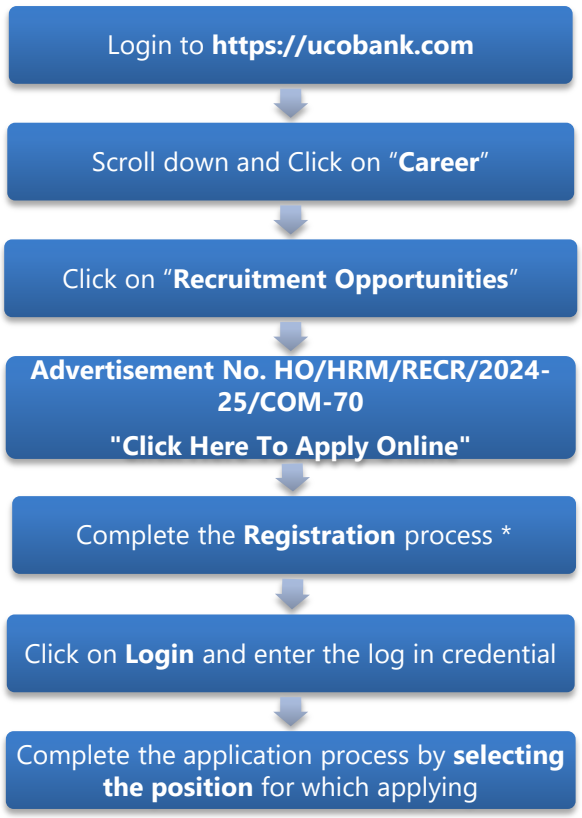
Candidates are required to have a valid Personal E-Mail ID and Contact Number. Before applying online, candidate will be required to have a scanned (digital) image of his/her photograph, signature, and documents as applicable, as per the specifications given in **Annexure-I**.



Payment of fees/ intimation charges via ONLINE MODE

- Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only. The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using Debit Cards, Credit Cards, Internet Banking, UPI by providing information as asked on the screen.
- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- To ensure the security of your data, please close the browser window once your transaction is completed.

* Candidates will have to click on "**CLICK HERE FOR NEW REGISTRATION**" to register their application by entering their basic information. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An SMS indicating the Provisional Registration number and Password will also be sent to their mobile number.

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application form will be possible/ entertained.

Note:

- Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the application form.
- Please note that until photographs, signature and required documets (as applicable) are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.
- Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled, in the online application form.
- After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate

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and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

- An online application which is incomplete in any respect such as without proper photograph, signature, documents as applicable, unsuccessful fee/intimation charges payment will not be considered as valid.
- Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her online application form shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
- Applicants are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet. or website jam. Bank does not assume any responsibility for the applicants not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of the Bank.
- Intimations, wherever required will be sent by email and/or sms only to the email ID and mobile number mentioned in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website **https://ucobank.com** for latest updates.

9) 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.
2. 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.
3. Candidates are advised to keep their e-mail ID active for receiving advices.
4. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01-04-2024 to the date of interview, should be submitted by such candidates, if called for interview.
5. The EWS candidates are required to produce for verification the 'Income & Asset Certificate' issued based on gross annual income for the Financial Year 2023-24 as per extant Govt. guidelines. The 'Income & Asset Certificate' issued based on gross annual income for the financial year 2023-24 must be obtained by the candidate on or before the date of interview. No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' at the time of interview, he/ she will not be considered for appointment in the Bank.
6. Disability certificate must be in the prescribed format issued by the prescribed authority in case of Persons with Benchmark Disability category.
7. Persos eligible for age relaxation under point 3). B. (v) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
8. An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 16-01-2026. Please note that failure to provide this certificate will result in immediate disqualification. The candidates falling in this category are advised to apply for this certificate at the earliest to avoid disqualification.

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9. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, acceptance or rejection of applications, mode of selection, the documents to be produced for the purpose of interview, cancellation of the selection process either in part or full and any other matter relating to recruitment process will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
10. Filling up of the position is solely at the discretion of the Bank based on suitability of candidates and no claim will arise for appointment, if the position is not filled due to unsuitability / insufficient number of candidates.
11. Candidate will appear for the examination/interview at the allotted centre at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
12. Request for change of contact no./address/ email ID/examination/interview centre will not be entertained.
13. 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 in examination/ interview will result in rejection/ cancellation of candidature.
14. It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of Application as these would be needed for further stages of this selection process.
15. At the time of interview/joining, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/ or independent verification.
16. Posting/Placement/Utlization of the selected candidates will be done at the sole discretion of the Bank.
17. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
18. Canvassing in any form will be a disqualification.
19. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Rules & Policies of the Bank.
20. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature shall not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of appointment and clearance from the respective authorities, wherever applicable.
21. Any dispute arising out of and/or pertaining to the recruitment process under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
22. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

10) ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on Banks website **https://ucobank.com** from time to time.

11) Disclaimer:

In case it is detected at any stage of recruitment process 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 any of these shortcomings is / are detected even after appointment, his /her services is liable to be terminated without notice. 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 process and would be final.**

The Bank is not responsible for printing errors, if any.

Place: Kolkata
Date: 27-12-2024

General Manager
HRM Department

For more job news visit : www.kpscvaani.com

Annexure-I

Guidelines for scanning and Upload of Documents

Photograph Image: (4.5cm × 3.5cm) • Photograph must be a recent passport style colour picture. • Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. • Look straight at the camera with a relaxed face. • If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows. • If you have to use flash, ensure there's no "red-eye". • If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. • Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. • Dimensions 200 x 230 pixels (preferred). • Size of file should be between **20kb–50 kb**. • Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. • Photo uploaded should be of appropriate size and clearly visible. • File type: **jpg / jpeg**.	**Signature** • The applicant has to sign on white paper with Black Ink Pen. • The signature must be signed only by the applicant and not by any other person. • The signature will be used to put on the Call letter and wherever necessary. • If the applicant's signature at the time of the examination/ interview does not match, the applicant will be disqualified. • Dimensions 140 x 60 pixels (preferred). • Size of the file should be between **10kb – 50kb**. • Ensure that the size of the scanned image is not more than 50kb. • **Signature in CAPITAL LETTERS shall NOT be accepted** • File type: **jpg / jpeg**.

Do's and Don'ts of Photo Capture:

Dos	Don'ts
• Ensure the photo is captured against a light coloured, preferably white background and there is adequate light. • Look straight at the webcam/ camera. • Photograph should be of passport size.	• Small size photograph not to be clicked/ uploaded. • Coloured glasses or sunglasses/ Cap should not be worn. • Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image. • Photo not taken in dark/ improper background.

Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

For Upload of Documents:

- The documents are to be scanned in **pdf** format
- Click on the respective link 'Choose file".
- Browse and select the location where the scanned document/file has been saved.
- Select the file by clicking on it.
- Click the upload button.

Documents to be uploaded:

• Proof of Identity & Address (**Maximum 100 KB**)	• Proof of Birth (**Maximum 100 KB**)
• Educational Certificate(s) (**Maximum 1MB**)	• Any other documents such as caste/ Disablity Certificate (if applicable) (**Maximum 1MB**)
• Experience Certificates (if applicable) specifying designation/ job profile, period of service (with specific dates), emolument etc (Maximum 1MB)	

Please ensure that the photo, signature, documents (as applicable) are uploaded at the specified spaces only in the online application form.