

**United Bank of India**  
United Tower, 11, Hemanta Basu Sarani  
Kolkata-700001.

**Recruitment in Clerical Cadre 2012-13**

United Bank of India invites Online application for filling up 751 Single Window Operators 'A'(in Clerical cadre ) posts, from Indian citizens who have appeared at the Common Written Examination for Clerical cadre conducted by IBPS in 2011-12 and have a valid Score card issued by IBPS,Mumbai.

<b>Payment of Application Fees</b>	<b>08-06-2012 to 22-06-2012</b>
<b>Opening date for Online Registration</b>	<b>08-06-2012</b>
<b>Last Date for Online Registration (Including for candidates from far-flung areas )</b>	<b>22-06-2012</b>

**DETAILS OF VACANCIES:**

Since, clerical cadre recruitment will be on State/ UT-wise basis, it will therefore be necessary for candidates to apply for vacancies of a State/UT for which they have appeared and qualified in the Common Written Examination and they should be willing to be initially posted at any place in the concerned State/UT.

State/ UT	No. of Vacancies					Out of which PWD			Out of which EXSM
	TOTAL	SC	ST	OBC	UR	OC	VI	HI	
Andhra Pradesh	5	1	0	1	3				1
Assam	37	3	4	10	20		1		7
Bihar	10	2	0	3	5				2
Delhi	17	3	2	5	7	1			3
Gujarat	5	0	1	1	3				1
Jharkhand	20	2	5	2	11	1			4
Maharashtra	8	1	1	2	4				1
Mizoram	7	0	3	0	4				
Orissa	18	3	4	2	9			1	4
Tamilnadu	5	1	0	1	3				1
Tripura	11	2	3	0	6				1
UP	32	7	0	9	16	1			7
West Bengal	576	132	29	127	288	10	5	3	124
Total	751	157	52	163	379	13	6	4	156

\* EXSM vacancies include 47 backlog vacancies.

**Cut Off Marks (TWSS), State wise , Category wise**

State /UT	Cut Off Marks (TWSS)				Out of which PWD			Out of which EXSM
	SC	ST	OBC	UR	OC	VI	HI	
Andhra Pradesh	174	-	183	183				174
Assam	120	120	120	122		114		118
Bihar	181	-	186	186				162
Delhi	168	154	174	181	150			154
Gujarat	-	155	174	177				155
Jharkhand	163	157	177	177	149			131
Maharashtra	173	148	173	175				148
Mizoram	-	114	-	135				
Orissa	157	148	172	172			108	148
Tamilnadu	165	-	169	169				165
Tripura	109	107	-	125				107
UP	168	-	177	181	162			159
West Bengal	106	106	106	129	106	106	106	106



1. Degrees obtained from the recognised Universities/Institutes recognised by the Govt. of India only will be considered.
2. The educational qualification prescribed for the post is the minimum.
3. Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the nearest two decimals in the relevant column of the application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA is awarded, the same should be converted into percentage.
4. The result of the qualifying examination, i.e. Higher Secondary / Graduation or equivalent to graduation, as the case may be, should have been announced by the University on or before **01.08.2011**.
5. Candidates should have obtained the specified IBPS Score in each test and/ in aggregate in the Common Written Examination conducted for Clerical cadre in 2011-12. Candidates should be able to produce the Score card in support of the scores mentioned in the online application form, if called for further selection processes such as Group Discussion and/ Interview.

### 3. RELAXATION IN UPPER AGE LIMIT:

Sr. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates	3 years
iii)	Persons with Disabilities (VI/HI/OC)	10 years
iv)	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	Ex-Servicemen/ Disabled Ex-Servicemen	actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
vi)	Persons (children/ family members of those) affected by 1984 riots	5 years
vii)	Widows. Divorced women and women legally separated from their husbands who have not remarried	9 years
viii)	Regular employees of the Union Carbide Factory, Bhopal retrenched from service (applicable to Madhya Pradesh state only)	5 years

#### Note:

- a) (i) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/ retired on or before 31.12.2012 at the time of interview and if they fail to report within this time their offer of appointment will be withdrawn. (ii) Ex-Servicemen candidates who have already secured employment under the Central Government in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Government. However such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. Jobs. (iii) Territorial Army personnel will however be treated as Ex-Servicemen wef 15.11.1986. (iv) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of the re-employment in Government ceases.
- b) In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.
- c) The candidates eligible for age relaxation under 3 (iv) 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 Govt. of J & K to the effect that the candidate had ordinarily been domiciled in

the Kashmir Division of the State of J & K during 1<sup>st</sup>Jan. 1980 and the 31<sup>st</sup> day of December 1989.

- d) All persons eligible for age relaxation under Sr. No. 3 (vi) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots Affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.

#### 4. RESERVATIONS:

- A. Reservation for SC/ST/OBC/PWD/EXSM candidates will be provided as per Government guidelines.

**As the reservation for OC/BI/VI and EXSM candidates is on horizontal basis , the selected candidates will be placed in the appropriate category (Viz. SC/ST/OBC/UR) to which the candidates belongs.**

#### B. Persons with Disabilities:

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Interview conducted by the Bank, if called by the Bank.**

##### **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.

##### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

##### **Orthopaedically Challenged (OC)**

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of 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.

All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

#### C. Definition of Ex-Servicemen (EXSM)

**Ex-Servicemen (EXSM):** Only those candidates shall be treated as Ex servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

**Disabled Ex-Servicemen(DISXS):** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

**Dependents Of Ex-Servicemen Killed In Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any

other country (c)fighting against armed hostiles in a counter insurgency environment viz:Nagaland, Mirzoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

As the reservation for Persons with Disabilities/ ExServicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/ UR) to which they belong.

**5. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :**

<b>For SC/ST/Ex-Servicemen /PWD</b>	<b>For all others (including OBC)</b>
<b>₹20.00</b>	<b>₹100.00</b>

The fee for SC/ST/Ex-Servicemen/PWD is towards postage/ intimation charges only and for others the fee includes postal charges of ₹20/-

Requisite Application Fee may be paid

- (i) Through CBS at any of the **Branches of United Bank of India** , by means of a Payment challan available in the **Bank's website**.
- (ii) Through NEFT at any Bank branch

**NOTE:**

- (i) Demand Draft, Cheque, Money Order, Postal Order, Pay Order, Banker's Cheque, postal stamps, etc., **will not be accepted**
- (ii) The payment towards application fee through CBS/NEFT can be made between 08-06-2012 and 22-06-2012.
- (iii) The CBS fee payment challan/ NEFT Receipt contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan/ NEFT receipt must be retained with the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the bank official.
- (iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

**6. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:**

**(a) For SC/ST/OBC:**

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional 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 Persons with Disabilities:**

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

**7. SELECTION PROCEDURE:**

Selection for Clerical Cadre posts will be made on the basis of performance in Common Written Examination (CWE) conducted by IBPS in November-December 2011 and Personal Interview. Merit list of the candidates for final selection based on aggregate marks obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category statewise.

8. **PERSONAL INTERVIEW:** Depending upon the number of vacancies only those candidates who have obtained minimum Cut-off score as specified above and having sufficiently high IBPS score in the stipulated Common Written Examination shall be called for Personal Interview in the ratio 1:5.

The total marks for Interview will be 100. The minimum qualifying marks for Interview will be 40 (35 for SC/ST/PWD/OBC/EXSM) The candidate may also be required to possess proficiency in the Official Language of the State/UT for which vacancies he wishes to apply. The Proficiency in local language will be tested at the time of interview.

#### 9. **INTERVIEW CENTRES:**

The Interview will be held at the following centres and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews. The Interview will be held at Kolkata, Mumbai, Delhi, Chennai, Guwahati, Agartala, Bhubaneswar, Lucknow, Patna & Ranchi Centres.

- Note:** (i) Request for change of Centre of Interview shall **NOT** be entertained.  
(ii) Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

#### 10. **GENERAL INSTRUCTIONS**

- (a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such 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. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Mere admission to the Written Test and/ or passing the test and being invited by the Bank for the Group Discussion/ Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

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/certificate/documents 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.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "UR" or "UR Persons with Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently (i.e., issued on or after **01.04.2011**) should be submitted at the time of Interview.
- (c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.

- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the Interview will be reimbursed to and from second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc of any nature during their travel time.
- (f) **Only candidates willing to serve anywhere in the state/UT from which they have appeared for Common Written Examination of IBPS held on Nov- Dec 2011 should apply.**
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- (k) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (l) 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 Service & Conduct Rules of the Bank.
- (m) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Clerical cadre staff, recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.
- (n) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, Score card issued by IBPS etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority as specified at Sr.No.06 in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- (o) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the interview may lead to disqualification.

**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 or should not suppress any material information while filling up the application form.

At the time of interview, if a candidate is (or has been) found guilty of

- (i) using unfair means during the selection process
- or**
- (ii) impersonating or procuring impersonation by any person

- or**
- (iii) misbehaving in the interview venue or taking away any documents from the venue
- or**
- (iv) resorting to any irregular or improper means in connection with his/her candidature by selection
- or**
- (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

## 11. **HOW TO APPLY**

- (i) **Candidates are required to apply online through website [www.unitedbankofindia.com](http://www.unitedbankofindia.com) No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE conducted in November/ December 2011) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website '[www.unitedbankofindia.com](http://www.unitedbankofindia.com)' and click on the link "Recruitment of Clerical Cadre 2012-13".
- (iv) Thereafter, open the Recruitment Notification entitled "**UNITED BANK OF INDIA CLERICAL CADRE RECRUITMENT PROJECT-2012-13**".
- (v) In case a candidate chooses to pay fees through branches of the Bank,
- the candidate should take a printout of the fee payment challan
  - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
  - Go to the nearest United Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account Nos.0389050194259 with Old Court House Street Branch in the name & style of "UNITED BANK OF INDIA CLERICAL CADRE RECRUITMENT PROJECT 2012-13". The details of fee to be paid is indicated below :
- (vi) In case a candidate chooses to pay fees through NEFT (IFSC Code : UTBI00CH175) :
- Go to the nearest branch of any Bank and pay in Cash, the appropriate Application Fee in Account Nos. 0389050194259 with Old Court House Street Branch in the name & style of "UNITED BANK OF INDIA CLERICAL CADRE RECRUITMENT PROJECT 2012-13". The details of fee to be paid is indicated below
  - Fill in the NEFT Receipt in a clear and legible handwriting in BLOCK LETTERS.

### **APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE):**

<b>For Reserved category SC/ST/PWD/EX</b>	<b>For all others (including OBC)</b>
₹20.00	₹100.00

**Candidates may find out the required branch address from the Bank's website under head Branch across India .**

- (vii) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with **(a) Branch Name & code No, (b) Transaction id/Scroll number (in case of payment through CBS) NEFT UTR No. (in case of payment through NEFT) (c) Date of Deposit & amount** filled by the Branch Official.
- (viii) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sublink titled "**ONLINE APPLICATION FOR UNITED BANK OF INDIA CLERICAL CADRE RECRUITMENT PROJECT 2012-13**" to open up the appropriate Online Application Format. All the fields in the online Application format should be filled up carefully.
- (ix) Carefully fill in the details such as fee payment details from the CBS Challan/ NEFT Receipt in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.
- (x) **Original fee payment receipt i.e CBS challan/ NEFT Receipt/ e-receipt will have to be submitted with the Call Letter at the time of Group Discussion/ Interview. Without original**

- CBS challan/ NEFT receipt/ e-receipt the candidate will not be allowed to appear in the Interview.** Candidates are also advised to keep a photocopy of the fee payment challan with them.
- (xi) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**
- (xii) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan/ NEFT receipt) TO THE BANK AT THIS STAGE.**
- (xiii) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- (xiv) **The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.**

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Interview** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT receipt)
2. Valid IBPS Scorecard for the stipulated examination
3. Attested copy of School leaving certificate or any other document as proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof.
8. Any other relevant document

If selected for Group Discussion/ interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered.

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 in 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.

## **12. CALL LETTERS FOR THE GROUP DISCUSSION/ INTERVIEW**

Intimation for Call letters for the Interview will be sent by E-mail to the shortlisted candidates to their E-mail id given in the application form at the time of applying for Common Written Examination (CWE) in November/ December 2011.

**Candidates** have to download the Call Letter from bank’s website by entering his / her details.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

**Date: 04.06.2012**  
Place: Kolkata

**GENERAL MANAGER**  
(Resources Management)