

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

Recruitment of Probationary Officers 2011-12

United Bank of India invites applications for the post of Probationary Officers from Indian citizens who have taken the Common Written Examination for Probationary Officers/ Management Trainees conducted by IBPS in 2011-12 and have a valid Score card issued by IBPS.

Payment of Application Fees	24.02.2012 To 09.03.2012
Opening date for Online Registration	24.02.2012
Last Date for Online Registration (Including for candidates from far-flung areas)	09.03.2012

DETAILS OF VACANCIES:

Post	Scale	No. of Vacancies					Out of which PWD		
		TOTAL	SC	ST	OBC	GEN	OC	VI	HI
Probationary Officers	JMGS – I	450	90	70	114	176	4	23	26

Abbreviations used:

SC - Scheduled Caste	ST - Scheduled Tribe	OBC - Other Backward Classes
GEN - General Category	VI – Visually Impaired	HI - Hearing Impaired
OC - Orthopaedically Challenged	PWD-Persons with Disabilities	

SCALE OF PAY: 14500-600/7-18700-700/2-20100-800/7-25700, other allowances like DA, HRA,etc. as per rules (Ad-hoc)

EMOLUMENTS: The emoluments at present arrives to ` 24995/- including DA, HRA ,CCA in a Metropolitan Centre. Allowances may vary depending upon the place of posting. In addition , Rent for leased quarters (in lieu of HRA) ,Newspaper Allowances, reimbursement of Conveyance expenses ,Medical Aid, benefit of leased furniture, LFC and retirement benefits etc.are admissible as per rules of the Bank.

PROBATION PERIOD: Selected candidates will be on probation for two years .

Note: It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General category provided they fulfill the eligibility criteria laid down for General category.

The number of vacancies and also the number of reserved vacancies is provisional and may vary (increase or decrease) according to actual requirement of the Bank.

1. ELIGIBILITY CRITERIA: 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 1st January, 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 Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Group Discussion/ Interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

2. ELIGIBILITY CRITERIA AS ON 01.07.2011 FOR THE ABOVE POST IS PRESCRIBED AS UNDER:

NAME OF THE POST	SCALE	AGE	EDUCATIONAL QUALIFICATION	ESSENTIAL REQUIREMENT
Probationary Officer	JMGS-I	Min.21 Years . Max. 30 Years	A Graduate in any discipline with 55% or more marks in aggregate from a recognized university in India or any equivalent qualification recognized as such by Central Govt. (50 % or more marks in case of SC/ST/PWD candidate) OR Post- Graduate Degree in any discipline with 55% or more marks in aggregate from a recognized university in India or any equivalent qualification recognized as such by Central Govt. (50 % or more marks in case of SC/ST/PWD candidate)	IBPS Score obtained in CWE for POs/MTs 2011-12 General Category : 138 or more (TWS) SC/ST/PWD/OBC Categories: 125 or more (TWS) Individual Test Cut-offs <u>CATEGORY</u> General : 24 SC/ST/PWD/OBC : 21 Computer Knowledge/Qualifications: Candidates must have successfully completed a computer course of at least six months duration from any Institute recognized by Central/State Government /All India Council for Technical Education (AICTE) or studied computer as one of the subjects in secondary/ Higher Secondary/ Graduation level under 10 +2+3 System.

Note:

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., graduation or equivalent to graduation, as the case may be, should have been announced by the University on or before **01.07.2011**.
5. Candidates should have obtained the specified IBPS Score in each test and/ in aggregate in the Common Written Examination conducted for Probationary Officers/ Management Trainees in 2011. 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)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	In the case of 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 the next one year from the last date for receipt of application) other 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, by 5 years, subject to ceiling as per Government guidelines.	5 years
vi)	Persons (children/ family members of those) affected by 1984 riots	5 years
vii)	Persons who have completed 5 years of service in RRBs	5 years

Note:

- An Ex-Serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
- 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.
- The candidates eligible for age relaxation under 3 (iv) above must produce the Domicile Certificate at the time of Group Discussion/ 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 1st Jan. 1980 and the 31st day of December 1989.
- 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 candidates will be provided as per Government guidelines.

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 **Group Discussion and / Interview**.

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 connection 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'.

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

C. **There is no reservation for Ex-servicemen candidates in the Officer cadre.**

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

Name of the Post	For Reserved Category SC/ST/PWD	For all others (including OBC)
Probationary Officers	₹50.00	₹200.00

The fee for SC/ST/PWD is towards postage/ intimation charges only and for others the fee includes postal charges of 50/-

Requisite Application Fee may be paid

- Through CBS at any of the **Branches of United Bank of India** by means of a Payment challan as per the format given on the **Bank's website (www.unitedbankofindia.com)**
- Through NEFT at any Bank branch

NOTE:

- Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., **will not be accepted**
- The payment towards application fee through CBS/NEFT can be made between **24.02.2012** and **09.03.2012**.
- 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.
- 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 the post of Probationary Officer will be made on the basis of performance in Common Written Examination (CWE) conducted by IBPS in September 2011 including supplementary examination held in November 2011 and the marks obtained in Group Discussion and/Interview.

8. GROUP DISCUSSION and / INTERVIEW: Depending upon the number of vacancies, the Bank reserves the right to call only those candidates who have secured **sufficiently high score in the IBPS conducted Common Written Examination for the Group Discussion and / Interview.**

The total marks for Group Discussion/ Interview will be 100. The minimum qualifying marks for Group Discussion and /Interview would be 40 (35 for SC/ST/PWD/OBC)

9. GROUP DISCUSSION/ INTERVIEW CENTRES:

The Group Discussion and/Interview will be held at selected places and the address of the venues will be advised in the call letters. The address of the venues will also be displayed in the Bank's website (www.unitedbankofindia.com) one week before the dates for commencement of Group Discussion/ Interviews. The Group discussions and /Interview will be held at Kolkata, Mumbai, Delhi, Chennai, Guwahati, Agartala , Bhubaneswar & Patna Centres . Candidates will have to opt for a particular venue for appearing at the Group discussion and /Interview.

Note: (i) Request for change of Centre of Group Discussion and/ Interview shall **NOT** be entertained.

(ii) Bank reserves the right to cancel any of the above 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 Group Discussion/ 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.

Calling for applications for the Group Discussion and/ 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 Group

Discussion/ 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 OBC reservation. They should indicate their category as “Gen” or “Gen 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 **01.04.11** should be submitted at the time of Group Discussion/ 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 Group Discussion/ Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for Group Discussion and/ interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the Group Discussion/Interview will be reimbursed to and fro 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.
- (f) The candidates who are willing to serve anywhere in India need to 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 Probationary Officers 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 the candidates recruited to 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/PWD 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 Group discussion/ 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 and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of Group Discussion and/ 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 Group Discussion and/ 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 Group Discussion and/ 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 Group Discussion and/ 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:

- a. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

11. HOW TO APPLY

- (i) **Candidates are required to apply online through website : 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 September 2011) is kept active during the currency of a recruitment project. Bank will send intimation for call letters for Group Discussion and / Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website : www.unitedbankofindia.com and click on the link "Recruitment of Probationary Officers 2011-12".
- (iv) Thereafter, open the Recruitment Notification entitled "**UNITED BANK PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2011-12**".
- (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 of India Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account Nos.0389050194105 with Old Court House Street Branch in the name & style of "UNITED BANK PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2011-12". 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 the appropriate Application Fee in Account No.0389050194105 with old Court House Street Branch in the name & style of "UNITED BANK PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2011-12". 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):

Name of the Post	For Reserved category SC/ST/PWD	For all others (including OBC)
Probationary Officers	₹50/-	₹200/-

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

- (vii) Candidates should 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 in 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 PROBATIONARY OFFICERS RECRUITMENT PROJECT-2011-12"** 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 challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Group Discussion and/ Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Group Discussion/ Interview.** Candidates are also advised to keep a photocopy of the fee payment challan.
- (xi) **The name of the candidate or his/her father/husband's name 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) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Group Discussion and/Interview.
- xiv) 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.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Group Discussion and/ 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 showing 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 and any other related certificate as applicable.
7. Photo identity proof.
8. Any other relevant documents.

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 satisfied 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 Group Discussion and/ 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 September 2011.

Candidates have to download the Call Letter from our 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 Group Discussion and /interview **without which they will not be allowed to take up the Group Discussion and / Interview.**

13. SERVICE BOND: The selected candidates shall be required to execute a service Bond undertaking to serve the Bank for a minimum period of three years from the date of joining the bank failing which they shall have to pay an amount of 1.00 lakh (Rs. one lakh only) to the Bank.

Date: 21.02.2012

Kolkata

GENERALMANAGER
(Resources Management)