

Advertisement



UCO BANK
Human Resource Management Department
Head Office
10, B.T.M Sarani, Kolkata 700001

Advertisement No- RECR/SPL/01

UCO Bank, a leading Public Sector Bank, invites applications from Indian citizens for the post of **one Chief Security Officer and one Head of Defence Service Cell in Specialist Cadre.**

IMPORTANT DATE: -

| | |
|--|-------------------|
| Last date for Receipt of Applications | 15.03.2014 |
|--|-------------------|

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria for the post. They should note that Application Fee and/or Postage Amount once deposited will neither be refunded nor be adjusted against any other project. Candidates are advised to submit their applications correctly in the proforma given at the end of this advertisement. Candidates should ensure that particulars submitted by them are correct and final, as no further changes will be allowed thereafter.

DETAILS OF VACANCIES:

| Post Code | Name of the Post | Pay Scale | Number of Vacancies |
|-----------|------------------------------|-----------|---------------------|
| 01 | Chief Security Officer | V | 01 |
| 02 | Head of Defence Service Cell | V | 01 |

Scale of Pay in SMGS - V: Rs 36200 – 1000 /2 – 38,200 – 1100 / 2 – 40400.

DA, HRA, CCA will be paid as per rules in force from time to time and depending upon the place of posting. Medical, LTC, Terminal Benefits and other perquisites will be as per prevailing rules.

Probation Period – Selected candidate will be on probation for a period of 1 year. During the probation they will be paid monthly Salary equivalent to initial stage of pay-scale applicable to SMGS V.

Confirmation: The confirmation of **Chief Security Officer in Specialist Stream** will be subject to satisfactory completion of one year probation period.

In case of **Head of Defence service Cell**, the post will be on contractual basis for 03 years with half yearly reviews.

1. ELIGIBILITY CRITERIA:

a) Nationality / Citizenship: A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 1st Jan. 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him / her by the Government of India.

b) THE AGE, QUALIFICATION AND EXPERIENCE AS ON 01-03-2014 FOR THE ABOVE POSTS ARE PRESCRIBED AS UNDER:

| Sl. No | Name of post | Age | Educational Qualification | Experience |
|--------|---|---|---|----------------------------------|
| 1. | Head of Defence Service Cell (Retired Senior Defence Official i.e Colonel/ Brigadier) | Minimum 50 years & Maximum 57 years in case of Colonel | Graduation | Minimum 24 years in Indian Army. |
| | | Minimm 56 years and Maximum 57 Years in case of Brigadier | | |
| 2. | Chief Security Officer Scale-V | Max. 50 Years | Minimum 20 years of service & retired Army Officer of Lt. Colonel / Colonel Rank or its equivalent in Navy/Air Force having select grade and Defence Services Staff College (DSSC) qualified person. Note: preference will be given to retired officer of armed forces who have undergone six months programmes that are conducted by IIMs and MDI. | |

JOB PROFILE FOR HEAD OF DEFENCE SERVICE CELL : Head of Defence Service Cell will be responsible for marketing and mobilisation of business from defence establishments and defence personnel. He will also be responsible for making liasen and expanding relationship with different Offices and Headquarters of Army. He will be acting as one point contact for defence services for complaint redressal.

2. LOCATION:

The Office of the Chief Security Officer shall be located at Head Office, Kolkata and for Head of Defence Service Cell, the Bank may depute him anywhere in the country as per the bank's need.

3. SELECTION PROCEDURE:

Merely satisfying the eligibility norms does not entitle a candidate to be called for Interview. The Bank reserves the right to call only the requisite number of candidates for the Interview after preliminary screening / short-listing with reference to candidates qualifications, suitability, experience, etc.

The selection process may vary depending on the response received at the discretion of the Bank.

4. NON-REFUNDABLE APPLICATION FEE & POSTAGE CHARGES:

Rs.1000/- (Application Fee Rs.950/- plus Rs. 50/- postage charges)

Notes:

i) The Application Fee should be paid by a Demand Draft/Pay Order only favouring **UCO BANK CSO & HDC RECRUITMENT PROJECT-2014** payable at **KOLKATA** and the DD/Pay-Order should be enclosed with the Application. Candidate's Name and Date of Birth should be written on the reverse of the Demand Draft/Pay Order.

ii) Cash, Cheques, Money Orders, Postal Stamps etc. will **NOT BE ACCEPTED**.

iii) A candidate can send one application only. Submission of more than one application by any candidate will render him/her ineligible and in such case all the applications submitted by the said candidate will be rejected and application fees forfeited.

iv) Application once made will not be allowed to be withdrawn and the Fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection. Candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement before applying.

5. GENERAL INSTRUCTIONS:

- a) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- b) The application in the prescribed format must be filled up completely and should contain no corrections/alterations/overwriting.

- c) Before applying for the post, the candidate should ensure that he / she fulfils the eligibility criteria and other norms specified in this advertisement. Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this behalf shall entertain no correspondence or personal enquiries. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.
- d) The candidates should send the attested copy of Certificates & Mark sheets in support of his/her educational qualification and post qualification experience indicated in the Application Form to confirm the candidate's eligibility.
- e) Candidates will have to produce original of all Educational Qualification Certificates and Mark Sheets, Experience Certificate(s), at the time of interview, failing which his/her candidature may be cancelled.
- f) An application not accompanied by photocopies of relevant certificates and the requisite fee in form of DD/Pay Order or not in prescribed format or not signed by the candidate or not bearing the candidate's photograph pasted firmly at the specified place or incomplete in any respect will not be entertained.
- g) One recent, recognizable Passport size photograph should be firmly pasted on the application at the appropriate place and should be signed across by the candidate. Five copies of the same photograph *should be retained by the candidate* for use at the time of interview or thereafter. Failure to produce the same photograph at the time of the Interview may lead to disqualification. Candidates are also advised not to change their appearance till the recruitment process is complete.
- h) Only candidates willing to serve anywhere in India should apply
- i) No request for change of address will be entertained. Candidates are advised to arrange for collecting the communications sent by Post to the address for correspondence mentioned in the Application Form.
- j) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- k) The Bank takes no responsibility for any certificate/remittance sent separately.
- l) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- m) Only those candidates who are short-listed for appearing in the Personal Interview will be intimated at the communication address furnished by them in the Application Form. The list of candidates who will be finally shortlisted for appointment in the Bank will also be intimated at the communication address furnished by them in the Application Form and the said list will be hoisted on the Bank's Website, www.ucobank.com
- n) Appointment of shortlisted candidates will be subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service Regulations & Conduct Rules of the Bank.
- o) Selected candidates will be required to produce a valid discharge certificate/relieving letter from their present employer before joining the service.
- p) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

q) Action Against Candidates Found Guilty of Misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not surpass any material information while submitting application. If a candidate is (or has been) found guilty of – (i) using unfair means during the Interview or subsequent selection procedure or (ii) impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or (iii) obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

- i) To be disqualified from the Interview, for which he/ she is a candidate.
- ii) To be debarred either permanently or for a specified period from any examination or recruitment conducted by UCO Bank.
- iii) For termination of service, if he/ she has already joined the Bank.

6. HOW TO APPLY:

- A. (i) The Application Form should be neatly Typed in English in CAPITAL LETTERS on a A4 size (210 x 297 mm) paper in the format given at the end of this advertisement, which may also be downloaded from the Bank's website www.ucobank.com and filled in by the candidates (ii) A recent passport size photograph of the candidate should be pasted at right hand top corner at the space provided in the application and signed across (iii) It should also be accompanied by Demand Draft / Pay Order / Banker's cheque (candidate's name and date of birth should be written on the reverse of Demand Draft / Pay Orders / Banker's Cheque) and attested photocopies of prescribed Educational Qualifications and Experience Certificate(s) specifying NATURE & PERIOD of experience, originals of which should be produced at the time of interview. (iv) It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as the application form. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
- B. The Application in the given format should be sent first by e-mail: hohrd.calcutta@ucobank.co.in followed by hardcopy complete in all respect by Registered Post/Speed Post in a closed envelope super-scribed "APPLICATION FOR THE POST OF CHIEF SECURITY OFFICER / HEAD OF DEFENCE SERVICE CELL ", to the following address:

The General Manager
UCO BANK
Human Resource Management Dept.
Head Office (4th Floor)
10, B.T.M Sarani
Kolkata-700001
West Bengal

Application sent through e-mail will not be valid unless the application is received by Registered/Speed Post with photograph pasted thereon and duly signed across along with the Demand Draft/Pay Order and the copies of the relevant educational qualification certificate, mark-sheets and experience certificate. Only e-mail application will not provide any valid candidature.

The candidate for future reference should retain a second copy of the application.

7. LAST DATE FOR RECEIPT OF APPLICATIONS: 15-03-2014

The complete Application Form (soft & hard copy) SHOULD REACH the above mentioned address ON OR BEFORE 15-03-2014.

APPLICATIONS RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.

The Bank will not be responsible for loss of Application in transit or for rejection of Application because of its receipt after the last date.

PLACE: KOLKATA
Dated: 12.02.2014

GENERAL MANAGER
Human Resource Management

7. FATHER'S / HUSBAND'S NAME (indicate appropriately by ✓ mark) :

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8. NATIONALITY:

9. BIRTH PLACE: Place:_____ District:_____ State:_____

10. INDICATE BY ✓ MARK IN APPROPRIATE BOX:

(i) GENDER MALE FEMALE

(ii) MARITAL STATUS:
 SINGLE MARRIED WIDOW/WIDOWER DIVORCEE

(iii) Whether belongs to a Religious Minority Community?

| | |
|-----|----|
| YES | NO |
| | |

If yes, please state your Religion: _____

11. PARTICULARS OF NON-REFUNDABLE FEES PAID: (ONLY by Demand Draft & Pay Order / Banker's Cheque . CASH, CHEQUES, MONEY ORDER, AND POSTAL STAMPS WILL NOT BE ACCEPTED)

| Name & Address of Issuing Bank & Branch | DD / PO Drawn in favour of | Date of Issue | DD / PO No. | Amount |
|---|--|---------------|-------------|--------|
| | UCO BANK CSO & HDC RECRUITMENT PROJECT-2014 (Payable at Kolkata) | | | |

12. PERMANENT ADDRESS:

| | | | | | | | | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------|--|--|--|
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| STATE | | | | | | | | | | | | | | | | | | | | PIN CODE | | | |

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

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

14. EDUCATIONAL/PROFESSIONAL QUALIFICATION: (From 10th standard onwards)

| Examination Passed | Name of University/ Institution Studied | Subjects | Month & Year of passing | %age of marks |
|--------------------|--|----------|-------------------------------|------------------|
| | | | | |

(If space is insufficient, please attach a separate sheet)

15. PARTICULARS OF PRESCRIBED EXPERIENCE (As on 01.03.2014). Enclose copies of experience certificate, if available)

| Name & Address of Employer | Designation | Period of service (Give Dates) | | Length of service | | Nature of duties performed | Reason for leaving service |
|-------------------------------|-------------|-----------------------------------|----|----------------------|-------|----------------------------------|-------------------------------|
| | | From | To | Yrs. | Mths. | | |
| | | | | | | | |

(If space is insufficient , please attach a separate sheet)

16. Any other information : __

DECLARATION

I hereby declare that all statements made in this application are true, complete & correct to the best of my knowledge and belief and that I have not concealed any material facts. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Kolkata. I undertake to abide by all the terms and conditions in the advertisement given by the Bank.

Place : _____
Date : _____

SIGNATURE OF APPLICANT