

UNITED BANK OF INDIA
(A Government of India Undertaking)
Head Office: 11, Hemanta Basu Sarani, Kolkata 700 001.
(www.unitedbankofindia.com)

**DETAILED ADVERTISEMENT FOR ENGAGEMENT OF BANGLADESHI NATIONALS FOR
REPRESENTATIVE OFFICE OF THE BANK AT DHAKA**

Applications are invited for engagement of Bangladeshi Nationals purely on contract basis for the following posts at Bank's Representative Office in Dhaka.

Post (on contract basis)	No. of vacancies	Min / Max age as on 01.04.2014	Opening of Online Registration	Last date of Online Registration & Receipt of Online application at Bank's Representative at Dhaka.
Senior Relationship Manager	1	25 to 35 years	07.04.2014	21.04.2014
Relationship Manager	2	21 to 30 years		
Assistant officer	1*	18 to 27 years		
Messenger / Sub-staff	1	18 to 27 years		

***The vacancy for the post of Assistant officer will arise after March 2015.**

Actual vacancy may decrease or increase as per actual requirements.

Details of Educational Qualifications, experience required for the above posts are furnished below:

Post	Minimum Educational Qualification	Experience
Senior Relationship Manager	A graduate or Post graduate in Commerce/ Economics/ Management/ International Business from a recognized University with minimum of 50% marks in either graduation/post-graduation. Candidates should have proficiency in computer applications. Additional qualifications like International Trade/ International Finance is preferable. Candidate should have good knowledge in Import/export finance and Letters of Credit mechanism.	Minimum 2 years experience in a Commercial Bank / Representative Office / Financial Institution having handled work of similar nature. Preference would be given to candidates with additional experience in marketing of Banking products / institutional selling / liaisoning with commercial Banks.
Relationship Manager	-Same as above-	Minimum 1 year experience in a Commercial Bank/ Representative Office/ Financial Institution having handled work of similar nature. Preference will be given to candidates with additional experience in marketing of Banking products / institutional selling/ liaisoning with commercial banks.

Assistant Officer	A graduate in any discipline with a minimum of 50% marks. Should be proficient in computer applications and should be able to handle accounting and administrative functions in a commercial organization.	Minimum 1 year experience in a commercial organization / bank with similar nature of work.
Messenger / Sub-staff	Minimum - Class- VIII passed Maximum - Class-XII standard (not passed)	Minimum 1 year experience as subordinate staff in any big Commercial organization.

Pay & Allowances:

Post	Basic Pay (BDT)	House Rent Allowance (BDT)	Medical Allowance (BDT)	Total (BDT)
Senior Relationship Manager	26000	11500	2500	40000
Relationship Manager	22000	10000	2000	34000
Assistant Officer	11000	7500	1500	20000
Subordinate Staff/messenger	7000	3500	1000	11500

The initial period of contract is one year. However 3 years engagement contract will be offered only upon satisfactory completion of initial one year period from the date of reporting at Representative office at Dhaka. In case of subsequent years of engagement contract after initial one year, a flat 12% rise over the monthly total pay paid in the previous year will be allowed for all the posts.

Other Benefits:

Payment of Exgratia/Bonus will be allowed once in a year on the occasion of either EID or Durga Puja at the following rate :

1. i) Senior Relationship Manager –BDT 15000,
- ii) Relationship Manager –BDT 12000
- iii) Assistant officer –BDT 8000
- iv) Messenger -5000 BDT

2. 15 days privilege leave and 12 days casual leave in a calendar year will be allowed to the candidate. **There will be no Gratuity or Provident fund allowed for the posts.**

Selection Procedure:

The selection will be made on the basis of Interviews (to be held at Dhaka). Merely satisfying the eligibility norms do 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 candidate's qualification, suitability, experience etc. No TA/DA will be paid to the candidates to be called for Interview.

How to Apply:

Candidates are required to apply online through website www.unitedbankofindia.com. No other means/mode of application will be accepted.

Guidelines for filling up applications are

- a) Candidates should have a valid e-mail ID.
- b) To apply open Bank's website www.unitedbankofindia.com and click on the appropriate Link

alongside i.e. “APPLY ONLINE”. Fill in the required details therein and click on the submit button at the end of the Online application Form.

- c) After applying online, take a print out of the System Generated ON LINE Application Form in A-4 Size Paper , firmly paste a recent passport size Photograph bearing the signature of the candidate at the appropriate space provided at the right hand top corner of the ON LINE application Form and sign it at the bottom of the application form at the space provided.
- d) Attach the following documents to the system Generated Application Form
 - i) Photocopy of Secondary School Certificate/School leaving certificate or any other valid document as proof of age .
 - ii) Photo copy of the Mark sheets (year-wise) showing specifically the subject studied and certificates in respect of educational qualifications.
 - iii) Experience certificates specifying designation, job profiles, period of service (with specific dates, emoluments, activity profile of previous and present employers etc.

System Generated Online Application Form complete in all respects enclosing the above documents should be sent in a closed envelope by Post/Courier supercribing “Application for the Post of Senior Relationship Manager/Relationship Manager/Assistant Officer/Messenger” so as to reach on or before the last date to the following Address :

**The Chief Representative
United Bank of India,
Representative Office
Sena Kalyan Bhaban, Suite#1302
195,Motijheel C/A,
Dhaka-1000. Bangladesh.**

Application sent to any other address is liable to be rejected.

Other conditions:

- a) At the time of interview the candidates should produce the originals of the aforesaid documents:
- b) Selected candidates will be required to produce a valid discharge certificate from the present employer before joining the service.
- c) The shortlisted candidates selected for interview will be intimated through Email only.
- d) **A candidate can apply for one post only.**
- e) Candidates are advised to send their application well in advance without waiting for the last moment to avoid computer glitch that may creep in.
- e) No application will be accepted after last date. Bank cannot be held responsible for postal delay/loss in transit/non receipt of system generated online Application Print out due to computer glitch at last moment.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/testimonials.

At the time of interview, if a candidate is found guilty of (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the interview or (iv) resorting to any other irregular or improper means his/her candidature for the selection may in addition to rendering himself/herself liable to criminal prosecution will be liable (a) to be disqualified from the interview (b) to be debarred either permanently or for a specified period any examination or selection held by the bank .

GENERAL INSTRUCTIONS

(a) Before applying for the post the candidates should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement/Notification. Bank would be free to reject any application at any stage of the engagement process if the candidates are found ineligible for the post for which he/she has applied. The decision of the Bank shall be final in taking any decision on qualification, experience and other eligibility norms (b) A recent passport size photograph should be tightly pasted on the print out of the on-line application 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 engagement process is completed (c) Candidates serving in Government/Public Sector undertakings should send their application through proper channels and produce a " No objection Certificate" from their employer at the time of interview in the absence of which their candidature will not be considered. (d) Decision of the Bank in all matters regarding eligibility of the candidate the stages at when 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 engagement will be final and binding on the candidate. No correspondence or personal enquiry shall be entertained by the Bank on this behalf. (e) The Bank shall not be responsible for an application being rejected which is based on wrong information provided from any advertisement issued by an unauthorized person/institution. (f) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Kolkata (g) Bank takes no responsibility to co-relate any certificate / remittance sent separately by candidates (h) In case of any dispute arising on account of interpretation of versions other than English, English version will prevail (i) Engagement of selected candidates is subject to his/her being declared medical fit as per the requirements of the Bank. Such engagement will also be subject to the service and conduct rules of the Bank (j) Candidates' admission to the interview is strictly provisional. The mere fact that the candidate has been called for interview does not imply that his candidature has been finally cleared by the Bank (k) The Bank reserves the right to terminate the contract before the stipulated period for reasons of non-performance/unsatisfactory performance of the stipulated duties by giving one month's notice or one month's salary in lieu of notice period. (l) Any dispute concerning the engagement is to be settled within the legal jurisdiction of the Kolkata High Court situated at Kolkata, India.

Place : Kolkata
Date: 04.04.2014

General Manager
(HRM)