United Bank of India
(The Bank that begins with U)

HEAD OFFICE: 11, Hemanta Basu Sarani, Kolkata – 700 001.

Advt. No. HRM/REC/**02**/2016   Dated : 25.06.2016

United Bank of India, a leading nationalized Bank invites online applications from qualified graduates who will be appointed as **Probationary Officer in JMG Scale I** after successful completion of one year **Post Graduate Diploma in Banking & Finance course in tie-up with NIIT-Institute of Finance, Banking & Insurance Training Limited** a pioneer academic & training institution.

Candidates will be selected through selection process consisting of Online Exam followed by Personal Interview. Interested candidates who fulfill the eligibility criteria may apply online by visiting our website www.unitedbankofindia.com during **28.06.2016 to 12.07.2016** and no other mode of application will be accepted.

The candidate thus selected will be admitted into the Training Institute for undergoing required 1 year training programme including 3 months internship. After successful completion of the training programme the candidates will be awarded the **POST GRADUATE DIPLOMA IN BANKING & FINANCE** from the Institute and they shall be handed over appointment letters from the Bank and accordingly will be absorbed in the Bank as Probationary officers in JMG Scale -I and can be posted anywhere in India as per Banks discretion. Emoluments of Probationary Officer in Junior Management Grade / Scale-I is presently in the scale of Rs. 23700-980x7/30560-1145x2/32850-1310x7/42020. They will also be eligible for DA, HRA & CCA, as per rules in force from time to time. At present, total initial package including salary, perquisites and other cost to company will be around Rs. 6.50 lakh per annum.

The tentative schedule of events is as follows:

Activities	Dates
On-line registration including Edit/Modification of Application by candidates	From **28.06.2016 to 12.07.2016**
Online Payment of Application Fees	From **28.06.2016 to 12.07.2016**
Download of call letters for Pre-Exam Training	After 20.07.2016
Conduct of Pre-Exam Training	27.07.2016 to 01.08.2016
Download of call letters for online examination	After 26.07.2016
Date of Online Examination (Tentative)	07.08.2016

Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. They should note that the Application fee once deposited will not be refunded or adjusted against any other project. Candidates are advised to fill in the particulars of themselves correctly in the online application form.

1. No. of VACANCIES

Post Code	Name of the post	Grade/ Scale	Scale of Pay	Total Number of Vacancies						Age as on 01.06.2016
				SC	ST	OBC	GEN	Total	PWD	
1	**Probationary Officers**	JMGS-I	Rs. 23700-980x7/ 30560-1145x 2/32850-1310 x7/42020	15	7	27	51	100	3	Min. - 21 yrs Max. – 30 yrs [A candidate must have been born not earlier than 02.06.1986 and not later than 01.06.1995 (both days inclusive)]

Note: The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirement of the Bank. As the reservation for Persons with Disabilities (PWD) is on horizontal basis, the selected candidates will be placed in the appropriate category (viz., SC, ST, OBC, General etc.) to which they belong. The Bank also reserves the right to take more number of candidates from reserved categories to fill in backlog from previous years, if any.

Abbreviations stand for: - SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Class, PWD - Persons with Disability, OC - Orthopedically Challenged, HI - Hearing Impaired, VI - Visually Impaired.

2. 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 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) and (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 examination/interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

B) EDUCATIONAL QUALIFICATION (as on 01.06.2016)

A graduate in any discipline from a recognized University.

Note:
1. The candidate must possess the requisite educational qualification as on 01.06.2016
2. Degrees obtained from the recognised Universities or Institutes recognised by the Govt. of India only will be considered.
3. Candidates who are awaiting their results of the qualifying examination OR who have not passed

the qualifying examination on or before 01.06.2016 are not eligible.

4.   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 indication the date of passing properly mentioned thereon will be reckoned for verification and further process.

C) AGE – (as on 01.06.2016) : Minimum age – 21 years & Maximum age – 30 yrs
[A candidate must have been born not earlier than 02.06.1986 and not later than 01.06.1995 (both days inclusive)]

RELAXATION IN UPPER AGE LIMIT
I.   Scheduled Caste/Scheduled Tribe Candidates by 5 years.
II.   In the case of ex-servicemen and commissioned officers including ECOs/ 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.
III.   Other Backward Classes candidates by 3 years
IV.   All persons who have ordinarily been domiciled in J&K state during 01.01.1980 to 31.12.1989 by 5 years.
V.   Persons with Disabilities a) by 15 years for SC/ST, b) by 13 years for OBC & c) by 10 years for General.

Note :
a)   The relaxation in upper age limit is cumulative as per Government of India guidelines.
b)   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.
c)   All persons eligible for age relaxation under (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 the Government 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 January 1980 to the 31st day of December 1989.
d)   Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Community Certificate in support of his/her claim at the time of Pre-Examination Training/ Interview.

Definition of Categories of Disabilities:

(i) Visually Impaired (VI)
Blindness refers to condition where a person suffers from any of the following conditions namely (1) 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.

(ii) Orthopaedically Challenged (OC): Only those **Orthopaedically** Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R or L)

MW - Muscular weakness and limited physical endurance

Guidelines for Persons with Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

• The candidate will have to arrange his/her own scribe at his/her own cost.

• The scribe may be from any academic stream.

• Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

•   Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

• **The same scribe cannot be used by more than one candidate.   In addition, the scribe arranged by the candidate should <u>not</u> be candidate for the same online examination. If violation of the above is detected at any stage of the process, candidature for the examination of both the candidate and the scribe will be cancelled**.

• Applicants eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form.   Any subsequent request may not be favorably entertained.

Guidelines for candidates

(i) with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) Visually Impaired candidates

A compensatory time of twenty minutes per hour shall be permitted for Visually Impaired candidates (who suffer from not less than 40% of disability) who opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

Please note the candidates not opting for scribe in the application form will not be allowed to use the facility of scribe.

3. SELECTION PROCEDURE

ONLINE TEST
The selection will be made on the basis of performance in Online Test, Personal Interview and/or GD. Merely satisfying the eligibility norms does not entitle a candidate to be called for written test & interview. The details of the written test shall be communicated to the candidates in advance. The Written Test will be Objective type.

a) **OBJECTIVE TESTS**

Sr. No.	Name of Test	No. of Questions	Maximum Marks	Version of Tests	Duration
1	Reasoning Ability	50	50	English & Hindi	2 hours
2.	Quantitative Aptitude	50	50	English & Hindi	
3.	English Language	50	50	English	
4.	General Awareness (with special reference to Banking Industry)	50	50	English & Hindi	
	Total	**200**	**200**		

Note : The questions in objective tests except for the Test of English will be printed in bilingual, i.e. English and Hindi. The candidates shall be required to qualify in each objective test as per cut-off marks determined on the basis of Group Performance in each test. There will be negative marks for the wrong answers in the Objective Tests.

PERSONAL INTERVIEW

Candidates qualifying in the online test will be shortlisted and called for Personal Interview / Group Discussion subject to the number of intake in each category. The Personal Interview may be conducted through video conferencing.

4. **ONLINE EXAM CENTRES**
Tentatively the online test will be held on 07.08.2016. The Date of examination is tentative. The exact date will be communicated to the candidates through call letter for each examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.

The online test will be scheduled at the following centres and the address of the venue will be advised in the call letters:

State Code State /UT / NCR Centre	Test Center
11 Andaman & Nicobar	Port Blair
12 Andhra Pradesh	Chirala
	Chittoor

State Code State /UT / NCR Centre	Test Center
	Guntur
	Hyderabad
	Kakinada
	Kurnool
	Nellore
	Ongole
	Puttur
	Rajahmundry
	Srikakulam
	Tirupati
	Vijaywada
	Vishakhapatnam
	Vizianagaram
13 Arunachal Pradesh	Itanagar
	Naharlagun
14 Assam	Dibrugarh
	Guwahati
	Jorhat
	Kokrajhar
	Silchar
	Tezpur
15 Bihar	Arrah
	Aurangabad
	Bhagalpur
	Bihar Sharif
	Darbhanga
	Gaya
	Hajipur
	Muzzafarpur
	Patna
	Purnea
	Samastipur
	Siwan
16 Chandigarh	Chandigarh
17 Chhattisgarh	Bhilai
	Bilaspur
	Raipur
18 Dadra & Nagar Haveli	Haveli Surat
19 Daman & Diu	Jamnagar
20 Delhi	Bahadurgarh
	Delhi
	Faridabad
	Ghaziabad
	Greater Noida
	Gurgaon

State Code State /UT / NCR Centre	Test Center
21 Goa	Panaji
	Verna
22 Gujarat	Ahmedabad
	Anand
	Gandhinagar
	Himatnagar
	Jamnagar
	Mehsana
	Rajkot
	Surat
	Vadodara
23 Haryana	Ambala
	Hissar
	Karnal
	Kurukshetra
	Palwal
	Panipat
	Rohtak
	Sonipat
	Yamuna Nagar
24 Himachal Pradesh	Baddi
	Bilaspur
	Dharamshala
	Hamirpur
	Kangra
	Kullu
	Mandi
	Shimla
	Sirmaur
	Solan
	Una
25 Jammu & Kashmir	Jammu
	Kathua
	Samba
	Srinagar
26 Jharkhand	Bokaro
	Dhanbad
	Hazaribagh
	Jamshedpur
	Ranchi
27 Karnataka	Belgaum
	Bengaluru
	Bidar
	Gulbarga
	Hubli

State Code State /UT / NCR Centre	Test Center
	Mangalore
	Mysore
	Shimoga
	Udipi
28 Kerala	Alappuzha
	Kannur
	Kochi
	Kollam
	Kottayam
	Kozhikode
	Malappuram
	Palakkad
	Thiruvananthpuram
	Thrichur
29 Lakshwadweep	Kavarrati
30 Madhya Pradesh	Bhopal
	Gwalior
	Indore
	Jabalpur
	Sagar
	Satna
	Ujjain
31 Maharashtra	Amaravati
	Aurangabad
	Chandrapur
	Dhule
	Jalgaon
	Kolhapur
	Latur
	Mumbai/Thane/Navi Mumbai
	Nagpur
	Nanded
	Nasik
	Pune
	Ratnagiri
	Sangli
	Satara
32 Manipur	Imphal
33 Meghalaya	Ri-Bhoi
	Shillong
34 Mizoram	Aizawl
35 Nagaland	Kohima
36 Odisha	Angul
	Balasore
	Bargarh

State Code State /UT / NCR Centre	Test Center
	Baripada
	Berhampur(Ganjam)
	Bhubaneshwar
	Cuttack
	Dhenkanal
	Jharsuguda
	Rourkela
	Sambalpur
37 Puducherry	Puducherry
38 Punjab	Amritsar
	Bhatinda
	Fategarh Sahib
	Jalandhar
	Ludhiana
	Mohali
	Pathankot
	Patiala
	Phagwara
	Sangrur
39 Rajasthan	Ajmer
	Alwar
	Bhilwara
	Bikaner
	Jaipur
	Jodhpur
	Kota
	Sikar
	Udaipur
40 Sikkim	Gangtok
41 Tamilnadu	Chennai
	Coimbatore
	Dindigul
	Krishnagiri
	Madurai
	Nagercoil
	Namakkal
	Perambalur
	Salem
	Thanjavur
	Thiruchirapalli
	Thoothukodi
	Tirunelvelli
	Vellore
42 Telangana	Hyderabad
	Karimnagar

State Code State /UT / NCR Centre	Test Center
	Khammam
	Warangal
43 Tripura	Agartala
44 Uttar Pradesh	Agra
	Aligarh
	Allahabad
	Bareilly
	Bulandhshaher
	Gorakhpur
	Jhansi
	Kanpur
	Lucknow
	Mathura
	Meerut
	Moradabad
	Muzaffarnagar
	Unnao
	Varanasi
45 Uttarakhand	Dehradun
	Haldwani
	Haridwar
	Roorkee
46 West Bengal	Asansol
	Bardhaman
	Berhampur
	Dumkal
	Durgapur
	Greater Kolkata
	Hooghly
	Howrah
	Kalyani
	Kolkata
	Siliguri

Note :

i.   **Request for Change of Centre of Examination 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.   The Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

5.   **PRE-EXAMINATION TRAINING – SC/ST/MINORITY COMMUNITIES CANDIDATES**

(i)   In compliance with Government Guidelines, Bank would arrange free non-residential pre-recruitment training for interested eligible SC/ST/Minority Community applicants for 6 consecutive days from **27.07.2016 to 01.08.2016** prior to the written test. The PET will be

organized at **Agartala**, **Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai, Nagpur, New Delhi, Patna, Pune, Raipur, Rajkot, Ranchi, Siliguri, Thiruvananthapuram, Vijayawada and Vishakhapatnam.** The Bank has discretion to add or delete the centers in respect of pre-examination training. Applicants who desire to avail of such training may indicate the same at the appropriate place in the application format. The applicants will have to make their own arrangements for travel and stay and meet all expenses. The pre examination training will not confer on the applicants any right of recruitment in the Bank.

(ii) Details regarding the time, date and address of the venue of the pre- examination training for the interested eligible applicants would be put on the Bank's website. Provision will be made to issue Call Letter online for the pre examination training. Applicants would have to visit the bank's website to download the online call letter by entering their registration number and password. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit the Bank's website at regular intervals for updates.

(iii) **All expenses regarding traveling, boarding, lodging etc. will be borne by the candidate for attending the pre-examination training programme at the concerned Training Centre.**

(iv) Applicants will not be called for the PET if they do not opt for the same in the application form.

6.   Non Refundable Application Fee And Intimation Charges

Application Fees/ Intimation Charges (Payable from 28.06.2016 to 12.07.2016 (both dates inclusive)
- ₹150/- for SC/ST/PWD candidates
- ₹700/- for all others
Bank Transaction charges / convenience charges for Online Payment of fees/ intimation charges will have to be borne by the candidate

7. HOW TO APPLY :

1. HOW TO APPLY:-

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES

Candidates can apply only online from 28.06.2016 to 12.07.2016 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

(ii) Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that e-mail account and mobile number.

(iii) **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

PAYMENT OF FEE **ON LINE** **:** 28.06.2016 to 12.07.2016
(Both days inclusive)

CATEGORY	AMOUNT (Rs.)
SC/ST/PWD	Rs. 150 (Intimation charges only)
FOR ALL OTHERS	Rs. 700 (Application fee + Intimation charges)

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate

A. Application Procedure

(i) Candidates are advised to go to the Bank's website www.**unitedbankofindia**.com and click on the '**RECRUITMENT'** to open the link "**Online application for Admissions to PGDBF Course**" and then click on the option **"APPLY ONLINE"** which will open a new screen.

(ii) To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and e-mail id. 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 Email & SMS indicating the Provisional Registration number and Password will also be sent.

(iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

(iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

(v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the

application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

(vi)   Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

(vii)   Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

(viii)   Candidates can proceed to fill other details of the Application Form.

(ix)   Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

(x)   Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(xi)   Click on 'Payment' Tab and proceed for payment.

(xii)   Choose the Payment Mode ONLINE and click on 'Submit' button.   NO CHANGE IS PERMITTED IN PAYMENT MODE ONCE CHOSEN.

B.   PAYMENT OF FEES (ONLINE MODE ONLY)

a.   The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

b.   The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

c.   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

d.   On successful completion of the transaction, an **e-Receipt** will be generated.

e.   Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.

f.   Candidates are required **to take a printout of the e-Receipt** and online Application Form. Please note that if the same cannot be generated online transaction may not have been successful.

g.   For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

h.   To ensure the security of your data, please close the browser window once your transaction is completed.

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be 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 is 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.

(ii) SIGNATURE IMAGE:

- 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 Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

(iv) If the file size and format are not as prescribed, an error message will be displayed.

(v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(vi)   Procedure for Uploading the Photograph and Signature

      (i)   There will be two separate links for uploading Photograph and Signature
      (ii)   Click on the respective link "Upload Photograph / Signature"
      (iii)   Browse & Select the location where the Scanned Photo / Signature file has been saved.
      (iv)   Select the file by clicking on it
      (v)   Click the 'Upload' button

(vii)   Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:
(a)   In case the face in the photograph or signature is unclear the candidate's application may be rejected.
(b)   Candidates are advised to take a printout of their system generated online application forms after registering.
(c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

8.   **GENERAL INSTRUCTIONS**
     (Please read carefully before filling up the online application form)

   a. Cut-off date :   June 01, 2016.
   b. Before submitting the online application form, the applicants must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, etc. as stated in this advertisement. If the applicants are not eligible, their candidature will be cancelled at any stage of the recruitment. If the applicant qualifies in the selection process and subsequently it is found that he or she does not fulfil the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
   c. Applications should be submitted only through the on-line mode through the Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.
   d. On submission of the online application, the candidates would receive a registration number and password, which he or she needs to retain for use in future.
   e. Application should be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.
   f. **Not more than one application should be submitted by any candidate.   In case of multiple applications only the latest valid (complete) application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance / appearances in the online examination and / interview will be summarily rejected / candidature cancelled.**
   g. Request for change of center for online examination or interviews will not be considered. However, the Bank reserves the right to cancel or add any center depending upon the response in that center.
   h. All educational qualifications, which the applicant intends to indicate in the application form should have been obtained before the cut-off date, from recognized Universities or Institutions in India.
   i. The Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of

the recruitment process including eligibility criteria.

j. The Bank may at its discretion, hold re-written test and/or re-interview, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.

k. Applicants would not be allowed for online test and personal interview without the online call letter. No duplicate call letter would be issued to the applicants.

l. All applicants belonging to the ST, the SC, OBC, Ex-Serviceman and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Applicants with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD applicants shall posses a certificate of disability issued by the competent authority as per the Government of India guidelines.

m. The applicant's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The applicant's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD and Ex-Serviceman category and other testimonials is false. The Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.

n. SC/ST applicants eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of interview. **This concession will not be admissible to SC/ST candidates who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats**.

o. Applicants already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of interview. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.

p. The Bank shall not furnish the mark-sheet of selection process to applicants.

q. The Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected applicants.

r. Canvassing in any form will be a disqualification.

s. In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., the Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.

t. Appointment of the applicants in the Bank will also be subject to Medical fitness and satisfactory Reference check.

u. Applications with suppression or concealment of any information and containing incorrect or misleading information will lead to the applicants being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection anytime after appointment.

v. The appointment of the applicants is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information if found to be suppressed, or concealed by them.

w. Applicants are advised not to change their signature at any point of time during and after the recruitment process.

x. The possibility of occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and / or result from being generated.   In that event every effort will be made to rectify such problem which may include the conduct of another examination, if considered necessary.

y. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in **KOLKATA** only.

9. **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 written examination/interview, if a candidate is (or has been) found guilty of:

(i)   using unfair means during the examination or
(ii)   impersonating or procuring impersonation by any person or
(iii)   misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall 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 may in addition to rendering himself/herself liable to criminal prosecution, be liable :

   (a)   to be disqualified from the examination for which he/she is a candidate
   (b)   to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

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

(a) **For SC/ST/OBC**-District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. 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** the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a

specialist in the particular field for assessing locomotor/ celebral/ visual/ hearing disability as the case may be.

11. ADDRESS OF CAMPUS

NIIT University, Neemrana, NH - 8, Delhi-Jaipur Highway, Dist- Alwar, Rajasthan, PIN-301705

PROGRAMME FEES

The fees for this course will be Rs. 3.20 lakh plus applicable taxes to be paid.
The Professional fee (for the complete term of assignment) for providing Training services also includes lodging, boarding, course material, lab charges/ practicals, medical services, examination fees, certificate fees etc.

FINANCING / LOAN OPTION

Students can finance course fees by availing an educational loan which will be granted by United Bank of India at a highly concessional rate of interest. The EMIs for the loan would start on completion of the course duration. The EMIs are spread over a period of 60 months (5 years) so that there is minimal impact in candidate's earnings.

STIPEND

A stipend amount may be paid to the students during the entire duration of the course of Rs. 2500.00 per month may be paid during the nine months campus training and Rs. 12000.00 per month may be paid during the 3 months' internship period.

INCENTIVE
As a loyalty bonus, Bank may consider to refund to the candidate the entire amount of loan at the end of fifth year of service and an additional loyalty incentive may be paid after completion of seven years of service.

SERVICE BOND

The candidate will have to execute a service Bond for serving a minimum of two (2) years in the Bank from the date of their joining in Bank's service or else shall pay back to the Bank the full amount of stipend received by him / her during the programme, a notional amount of Rs. 2.00 lakh towards the cost of on-the-job training as Bond amount and also liquidate the entire educational loan outstanding inclusive of interest at applicable.

DISCLAIMER
Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the United Bank of India recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

Date: 25.06.2016   **GENERAL MANAGER**
                                                                      (Human Resources)