

**NOTIFICATION FOR APPOINTMENT OF DEPUTY GENERAL MANAGER (LAW)**

1. UNION BANK OF INDIA, a leading Public Sector Bank, with Pan India Branch Network with Head Office in Mumbai, invites Applications for the post of **DEPUTY GENERAL MANAGER (LAW)**.

2. **Schedule of events:**

Opening date for Applications : 23.11.2016  
Last Date for Applications : 03.12.2016  
(Non-Refundable Application Fee Rs. 600.00 payable directly in the account of the Bank)

3. **Eligibility Criteria / Job Profile:**

1	<b>POST</b>	: <b>DEPUTY GENERAL MANAGER (LAW)</b>
2	<b>NO. OF POSTS</b>	: ONE (1)
3	<b>AGE as on 01.11.2016</b>	: Minimum - 40 years & Maximum - 50 years
4	<b>EDUCATIONAL QUALIFICATION</b>	: Master's degree in Law from a recognized University in India.
5	<b>WORK EXPERIENCE</b>	: Minimum 15 years, out of which: a) Minimum of 2 to 5 years' experience as an advocate in any Court in India independently or as a member of a firm of Advocates in India (after enrollment as an advocate with Bar Council in India).  AND b) Minimum 10 - 12 years as a Law Officer in any commercial Bank/Financial Institution in Public/Private sector and must have not drawn monthly salary less than Rs. 1.00 lac (excluding HRA).
6	<b>ROLES &amp; RESPONSIBILITIES</b>	: The Deputy General Manager (Law) shall report to the General Manager (Law). He will look after and be responsible for the following:  i. Management and supervision of legal department. ii. Briefing Management periodically about the impact of the new Judgements delivered in High Courts and Supreme Court and bringing necessary modifications / improvements in the Bank. iii. Keeping himself / herself fully abreast with the day to day legal developments and bringing suitable changes in the working of the Bank accordingly.

		<ul style="list-style-type: none"> <li>iv. Providing critical legal oversight on various contentious and non contentious matters.</li> <li>v. Assisting Management with strategic advice on deal structuring and negotiation.</li> <li>vi. Formulating legal risk mitigating strategies</li> <li>vii. Providing pre-emptive and strategic litigation advisories, facilitating settlements.</li> <li>viii. Review pending litigation by and against the Bank and chalk out strategy for early closure of litigation.</li> <li>ix. Facilitate preparation for litigation in line with group interest, by coordinating with concerned personnel within the group.</li> <li>x. Coordinate with Officials for formulating general business strategy from the Law perspective.</li> <li>xi. Co-ordinate with Advocates-on-record, Counsel and Senior Counsel.</li> <li>xii. Advise management on issues referred for opinion. Where necessary, obtain expert opinions from external sources.</li> <li>xiii. Ensure legal compliance</li> <li>xiv. Provide review or advice from strategic perspective to ensure that business decisions are taken in well informed manner.</li> <li>xv. Motivate and develop in-house legal team</li> </ul>
7	<b>PAY SCALE</b>	<p>: Basic Pay of 68680-1960/4-76520</p> <p><i>*In addition, Special Allowance, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank.</i></p>
8	<b>SELECTION PROCESS</b>	<p>: Selection will be based on shortlisting and Personal Interview. Adequate number of candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. The qualifying marks in Interview will be as decided by the Bank.</p> <p><b>Merit List</b> for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores the cut off marks [common mark at cut off point], such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.</p>

9	MISCELLANEOUS	<p>a) The appointment will be subject to satisfactory completion of all Pre-Employment formalities including Medical Examination, Reference Checks, Police Verification and verification of testimonials etc., as prescribed by the Bank.</p> <p>b) The candidate will be required to work for minimum five years in the Specialized Segment including two years probation period. He/She shall be eligible to participate in the promotion to General Banking Cadre after completion of five years in Specialization.</p>
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#### 4. How to apply:

- a. Log on to the Bank's website "www.unionbankofindia.co.in" and on the Home Page under the link "Careers -> Recruitment" click the Notification titled "**NOTIFICATION FOR APPOINTMENT OF DEPUTY GENERAL MANAGER (LAW)**"
- b. There will be two links available on the page. Click on the link "Notification" to download and print the Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN' on page 7.
- c. Read the notification carefully and if found eligible to apply, click on the link "Application Form" to download the required Application Form.
- d. Fill in the Recruitment Application Fee payment Challan in clear and legible handwriting in BLOCK LETTERS.
- e. Go to the nearest Union Bank of India Branch with the Application Fee Challan and pay in Cash, the appropriate Application Fee.
- f. Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly receipted by the bank with (a) Branch Name, (b) Branch Sol ID, (c) TRANS ID, and (d) Date of Deposit filled in by the Branch Official.

**Alternatively you can also pay the fee directly through NEFT to the credit of following account of the Bank**

Name of the account - Union Bank of India - Recruitment Project  
Type of Account - Current  
Account No. 378901010037011  
Bank & Branch - Union Bank of India, Nariman Point (MMO) Branch  
IFSC Code - UBIN0537896  
Attach proof of payment of fee through NEFT along with UTR No. and Transaction No.

- g. Fill in the required details in the word file of the Application Format and take a print out of duly filled Application Form. Attach your latest Passport size photograph on the application form and sign it at the appropriate places. Applicants need to send following documents by email to [recruitment@unionbankofindia.com](mailto:recruitment@unionbankofindia.com) and ensure that it reaches this office by **03.12.2016**.
- i. Scanned copy of duly filled and signed Application form in PDF format.
- ii. Duly filled Soft copy of the Application as word file.
- iii. Latest photograph should be pasted in the application form and it should be signed across. Same photograph should be used in all subsequent correspondence.
- iv. Scanned copy of Birth certificate / Matriculation certificate in PDF format.
- v. Scanned copy of Certificates in support of Educational Qualification
- vi. Scanned copy of Certificates in support of Experience
- vii. Photocopy of Receipted Application Fee Challan

Bank will send a confirmation mail to the applicant after receiving the application. In case any applicant does not get the confirmation mail within two working days from the date of sending the application, they may consider that their application has not successfully reached and should resend their documents as stated above. They can also enquire the status of their application by contacting Recruitment Division on 022-22896226/6240.

The Applicants are required to keep the original Application Form with them and should not send it to the Bank. They have to keep it ready along with one set of the requisite documents in support of their eligibility and submit the same when called for Personal Interview. Also, ensure to bring along the Original Documents for verification at the time of Personal Interview.

*Note: The Bank will not be responsible if the applicant is not able to send the application within the stipulated date on account of any reason whatsoever. As such, applicants are required to send their applications in time.*

## **5. General Instructions:**

- a) Decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to appointment will be final and binding on the applicant. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of appointment that applicant 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 automatically stand cancelled.
- b) Payment of Application Fees by any other mode except by the above stated mode will not be accepted. Instruments like Demand Draft / Bankers Cheques / Indian Postal Orders received towards payment of

Application Fees will not be encashed by the Bank and such instruments if received will not be returned to the applicants and such application will be treated as invalid.

- c) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for Personal Interview.
- d) Incomplete applications and / or applications without aforesaid documents will be rejected outright.
- e) An 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. Therefore, before applying for the post, the applicant should ensure that he / she fulfils each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.
- f) The list of eligible candidates will be hosted on the Bank's website under Recruitment in Careers page tentatively after 2 weeks from the last date of submission of application and information regarding Personal Interview will be displayed on the Bank's website. Interview call letters can be downloaded from Bank's website from the link provided. The applicants are advised to keep track of the status of their candidature by visiting the Bank's website.
- g) The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- h) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- i) Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Mumbai.



SD/-

General Manager (HR)

**Mumbai**

**Date: 21.11.2016**



BANK'S VOUCHER										APPLICANT'S COUNTERFOIL									
																			
UNION BANK OF INDIA RECRUITMENT PROJECT - 2016-17 DEPUTY GENERAL MANAGER (LAW)										UNION BANK OF INDIA RECRUITMENT PROJECT - 2016-17 DEPUTY GENERAL MANAGER (LAW)									
RECRUITMENT APPLICATION FEES PAYMENT CHALLAN										RECRUITMENT APPLICATION FEES PAYMENT CHALLAN									
Opening date of payment - 23.11.2016 Last date of payment - 03.12.2016										Opening date of payment - 23.11.2016 Last date of payment - 03.12.2016									
For Branch Office Use										For Branch Office Use									
Branch										Branch									
Branch SOL ID										Branch SOL ID									
Credit To					378901010037011					Credit To					378901010037011				
Payment Date		D	D	M	M	Y	Y	Y	Y	Payment Date		D	D	M	M	Y	Y	Y	Y
Transaction ID										Transaction ID									
To be filled in by the applicant										To be filled in by the applicant									
Application Fee					Rs. 600.00 Rs. Six Hundred only					Application Fee					Rs. 600.00 Rs. Six Hundred only				
Applicant's Full Name in Block Letters Mr. / Mrs. / Ms.										Applicant's Full Name in Block Letters Mr. / Mrs. / Ms.									
Applicant's name on this Payment Challan & on the Application Form should be identical										Applicant's name on this Payment Challan & on the Application Form should be identical									
Branch Stamp					Bank's Authorised Signatory					Branch Stamp					Bank's Authorised Signatory				
Branch to ensure that Branch Name, SOL ID, Payment Date and Transaction ID & Applicant's name are correctly and legibly noted in this challan.																			