



मानव संसाधन प्रबंधन विभाग, प्रधान कार्यालय, चतुर्थ तल, 10, वि.त्रै.म. सरणी,

कोलकाता-700 001

Human Resource Management Department, 4th Floor, 10, BTM Sarani,
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Opening Date for Online Application	23.02.2016
Last Date for Online Application	15.03.2016
Tentative Date of Online Examination	06.05.2016
Downloading of Call Letters for the Test	After 22.04.2016

UCO Bank, a leading Public Sector Bank, invites applications from Indian citizens for the following posts:

Sr. No.	Name of the Post	Grade/Scale	No. of Vacancies
1	Law Officers	MMGS – II	21
2	Engineers	JMGS-I	4 (3 – Civil Engineers, 1 – Electrical Engineer)

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria for the posts. They should note that Application Fee once deposited will neither be refunded nor be adjusted against any other project. Candidates should ensure that particulars submitted by them are correct and final as no further change will be allowed thereafter.

Details of Reservation:

Post	SC	ST	OBC	GEN	Total Vacancies	OC	HI	VI
Law Officer	2	1	4	14	21	0	0	0
Engineer	0	0	0	4	4	0	0	0

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Class, GEN-General Category, OC-Orthopedically Challenged, HI - Hearing Impaired and VI – Visually Impaired.

Scales of Pay:

Scale of Pay for MMGS-II Law Officers = 31705-1145/1-32850-1310/10-45950.

Scale of Pay for JMGS-I Engineers = 23700-980/7-30560-1145/2-32850-1310/7-42020

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

Probation Period – Selected candidates for the post of Law Officers will be on probation for a period of 1 year. After successful completion of probation, the officers will be confirmed in MMGS-II position.

During the probation they will be paid monthly Salary equivalent to initial stage of pay-scale applicable to MMGS II. However, in case any newly recruited specialist officer passes JAIB/CAIB examinations during the probation period, he/she will be permitted one increment each as the case may be in the pay scale applicable to him/her.

Selected candidates for the post of Engineers will be on probation for a period of 2 years. After successful completion of probation, the officers will be confirmed in JMGS-I position.

During the probation they will be paid monthly Salary equivalent to initial stage of pay-scale applicable to JMGS I. However, in case any newly recruited specialist officer passes JAIB/CAIB examinations during the probation period, he/she will be permitted one increment each as the case may be in the pay scale applicable to him/her.

Confirmation: The confirmation of the newly recruited Specialist Officers will be subject to satisfactory completion of the probation period as relevant for the posts.

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 will be given only after the necessary

eligibility certificate issued to him by the Government of India is submitted to the Bank.

b) Age, Educational Qualification and Post Qualification Experience (as on 01.04.2015)

Sr. No.	Post	Age	Educational Qualification	Post Qualification Work Experience & other stipulations
1	Law Officer	Min – 28 Years Max – 35 Years	Degree in Law (pass with minimum 55% marks) having 3 Years or 5 Years integrated course from a recognized University/Institute.	Enrolled as an Advocate with Bar Council and having a minimum of 5 years of practice at Bar preferably in Banking Laws, Cyber Laws, Company matters etc., or as Law Officer in the Legal Department of a Scheduled Commercial Bank or the Central/State Government or of a Public Sector Undertaking or total 5(five) years as Advocate and as Law Officer in the Legal Department of a Scheduled Commercial Bank or the Central/State Government or of a Public Sector Undertaking. Candidates should produce a Certificate of having the requisite post qualification work experience from the Court/Bar Council/Organization.
2	Engineer	Min – 21 Years Max – 30 Years	Civil Engineers – Degree in Civil Engineering Electrical Engineer – Degree in Electrical Engineering The degree must be from a recognized University / Institution with 60% marks. Candidates with post graduate degree will be preferred.	

*The result of the qualification prescribed must have been declared on or before 01.04.2015.

Notes:

Educational Qualifications:

- (A) Educational Qualifications prescribed for the post are the minimum. Candidates must possess these qualifications and must attach proof thereof, i.e., attested photocopies of the Passing Certificates or Provisional Passing Certificates & Mark Sheets from the educational institution they have studied along with the Application Form. The exact date of the declaration of the result should be explicitly mentioned in the Degree Certificate issued by the University. Otherwise, the date appearing on the marksheets/Provisional Certificates/ Degree Certificates shall be reckoned for deciding the eligibility. No correspondence shall be entertained in this matter.
- (B) 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 percentage of marks is not awarded by the University but only CGPA (Cumulative Grade Point Average) /OGPA (Overall Grade Point Average) is awarded, the same should be converted into percentage in terms of conversion norms of University in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce the certificates/ document issued by the University evidencing conversion formula of the University, when called for interview.
- (C) Calculation of Percentage: The Percentage marks shall be arrived at by dividing the marks obtained by the candidate in all semester(s)/ Year(s) by aggregate maximum marks in all the subjects irrespective of Honours/ optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only.
- (D) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

c) Relaxation in Upper Age Limit:

S. No.	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	In the case of Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of	3 years plus period of service rendered in armed forces subject to a

	assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) otherwise 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.	maximum age of 50 years.
4	All persons who are ordinarily been domiciled in state of Jammu & Kashmir during 01/01/1980 to 31/12/1989	5 years
5	Physically Challenged Category candidates :	5 years (OC/Hi(General)) 10 Years (OC/Hi(SC/ST)) 8 Years (OC/Hi (OBC) candidates

Notes:

1. As the reservation for Physically Challenged candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz., SC, ST, OBC, General, etc.) to which they belong.
2. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
3. Candidates belonging to reserved categories as well as those for whom no reservation has been announced are free to apply for the vacancies announced for the Unreserved/General category.
4. 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 relaxation in age, fees etc. reserved category candidates should submit a copy of the relevant certificate in support of his/her claim along with the Application.
5. Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in the Govt. of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt. (SCT) dated 27.10.1986 as amended from time to time.
6. An Ex-Serviceman who has once joined a Government job on civil side after availing the benefits given to him/ her as an Ex-Serviceman for his/her re-employment including a job in the Public Sector Undertaking, ceases to enjoy Ex-Serviceman status for further employment.

7. Persons eligible for age relaxation under (4) 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 Jammu & Kashmir to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January, 1980 to 31st December, 1989.

d) Physically Challenged Persons (PC) – Definition:

- i) An Orthopedically Challenged (OC) person is one who is suffering from Locomotor Disability or Cerebral Palsy.

Locomotor Disability: “Locomotor Disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy: “Cerebral Palsy” means a group of non-progressive conditions of a 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.

- ii) Hearing Impaired (HI): “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

- iii) 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 correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

- iv) Only such person would be eligible for reservation in services / posts who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by the Central/State Govt.

2. COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PC CANDIDATES

- (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 Physically Challenged - Authorised Certifying Authority will be a Medical Board duly constituted by the Central or the State Government having at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability as the case may be.

3. SELECTION PROCEDURE:

The selection will be made through the online test conducted by IBPS and interview conducted by Bank. Merely satisfying the eligibility norms do not entitle a candidate to be called for Test or Interview. The On-Line test shall comprise of the following areas:

Sr. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	Reasoning	50	50	120 Minutes
2.	English Language	50	25	
3.	Quantitative Aptitude	50	50	
4.	Professional Knowledge (Relevant to the post)	50	75	
	Total	200	200	

The above tests except the Test of English language will be available bilingually i.e. in English and Hindi.

Other detailed information regarding the on-line examination will be given in an information Handout, which will be made available for the candidates for download along with the call letters from IBPS/ Bank's website.

Penalty for wrong answers:

There will be penalty for wrong answers marked in the Online Test. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate there will be no penalty for that question.

Use of Scribe by PWD candidates:

Guidelines for Persons with Disabilities using a Scribe:

The visually impaired candidates whose writing speed is affected by cerebral palsy can use their own scribe during the On-Line Test. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination under this recruitment process. If violation of the above is detected at any stage of the process, candidature for this recruitment process of both the candidate and the scribe will be cancelled.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills 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 on-line examination.
- Those candidates who use a scribe shall be eligible for additional/compensatory time of 20 minutes for every hour of the examination.

Eligible candidates 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:

An additional / compensatory time of 20 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:

- Visually impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.

- The facility will not be available to Visually Impaired candidates who use the services of a scribe for the examination.

Guidelines with regard to PWD (Persons with Disability) candidates/ use of scribe are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

The on-line Test is proposed to be held on 06.05.2016 (tentatively) at Ahmedabad, Bangaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Delhi, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Panaji, Patna, Raipur, Ranchi, Shimla and Thiruvananthapuram centres. The allocated centre/ Venue for the Examination will be intimated through Call Letter.

- Bank reserves the right to cancel any of the above mentioned centres and/ or add some other centers, at its discretion, depending upon the response of the candidates, administrative feasibility for any injury or losses etc. of any nature.
- The candidates will have to appear for the online examination at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature.
- The date of the test is tentative. The exact date/ centre/ venue of examination will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure, if necessary.

Note: Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. 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 and experience etc.

4. NON-REFUNDABLE APPLICATION FEE:

Sl. No.	Category	Fee
1	SC/ ST/ PWD candidates	Rs. 100/-
2	All others including OBC	Rs. 600/-

Notes:

i) The **Application Fee** should be paid online through the bill desk payment gateway.

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.

5. GENERAL INSTRUCTIONS:

a) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. 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 in this behalf. If any shortcoming (s) is/are detected even after appointment, his/her services are liable to be terminated.

b) A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

c) A recent, recognizable colour passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for online examination/interview and duly signed across by the candidate. 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 online test/interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

d) No candidate is permitted to use Calculators, Mobile Phones, Pagers or any other instruments in the Examination Hall.

- e) The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination, if considered necessary.
- f) Candidates will have to produce original Caste/ Disability/ relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce OBC certificate with non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non creamy layer status as on closing date of registration. **Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the Online Application Form.**
- g) Candidates serving in Govt./ quasi-Govt./ Public Sector Undertakings (including nationalized Banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.
- h) All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of their educational /experience certificates as well as caste certificate, certificate of disability in the proforma prescribed by Govt. of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.
- i) No Travelling Allowance is payable to candidates who are called for the online test. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2nd Class Rail/ Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e., Railway Receipt/ Ticket(s) for attending the interview.
- j) The Bank takes no responsibility for any delay in/ non receipt or loss of any communication.
- k) Any resulting dispute arising out of and/ or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- l) Canvassing in any form will be a disqualification. The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are

not genuine/ valid, the Bank reserves right to cancel the candidature of the concerned candidates and such candidates will be disqualified.

- m) Request for change of contact no./ address/ email ID, online examination centre/ interview centre will not be entertained.
- n) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- o) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & policies of the Bank.
- p) Candidates are advised to note that if selected, they will be required to execute an Indemnity Bond with surety for serving the bank for a specified period, as below. In case he/she resigns from or leaves/abandons the service and/ or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations by the Bank before the specified period, he/she will indemnify the Bank upto the extent of bond amount, for all losses, costs, charges and expenses. Selected Officers shall execute the indemnity bond before joining the Bank.

6. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

6.1 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.

6.2 At the time of online examination/ interview (wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the examination or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination / interview hall or facilitating and storing or facilitating transmission and storage of contents of the test(s) or any means, verbal or written, electronically or mechanically for any purpose
- resorting to any irregular or improper means in connection with his/her candidature for selection or 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 the Bank;
 - (c) for **termination** of service, if he/she has already joined the Bank.

7. HOW TO APPLY:

The candidates can apply online only from 23.02.2016 to 15.03.2016 and no other mode of application will be accepted.

Pre - Requisites for Applying Online:

Before applying online, candidates should:

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the specifications in the advertisement.
- (ii) Keep the necessary details/ documents for online payment of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered email ID to/ of any other person. In case a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online and must maintain that email account.

Bank transaction charges for online payment of application fees/ intimation charges will have to be borne by the candidate.

Procedure for applying online

- (1) Candidates are first required to go to the Bank's website www.ucobank.com and click on the Home Page to open the link "Carrers".
- (2) Candidates will have click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- (3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. 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. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

Mode of Payment

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully including the registration of preferences for Participating organisations and click on the “FINAL SUBMIT” button at the end of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application. 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.
In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should Final Submit the data.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) 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.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has **not** been successfully completed then candidates are advised to login **again** with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

- (vi) On successful completion of the transaction, **an e-receipt** will be generated.
- (vii) 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.

Note:

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

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

8. GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & 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.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, 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's 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.

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 Call Letter 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 Call Letter, 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
- Signature in CAPITAL LETTERS shall NOT be accepted.

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 50 kb (photograph) & 20 kb(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.

- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (b) After registering online candidates are advised to take a printout of their system generated online application forms.

CALL LETTER FOR THE ON-LINE TEST:

The date of the On-line Test is 06.05.2016 (tentative). However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination well in advance of the date of the Online Examination.

Candidates are advised to regularly visit the Bank's website> Recruitment Section for updates/ notices/ instructions.

Last date for registration of Online Applications: 15.03.2016

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Disclaimer:

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the 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. Clarifications / decisions given / to be given by the Bank, regarding this process for recruitment of Specialist Officers shall be final and binding.

**DY. GENERAL MANGER
HRM & TRAINING
UCO BANK**