



**UNION BANK RECRUITMENT PROJECT 2010-Clerk  
RECRUITMENT NOTIFICATION**

Union Bank of India, a Leading Pan-India Listed Public Sector Bank, with Head Office in Mumbai, invites applications for recruitment to fill in 1640 vacancies in the CLERICAL CADRE.

**INCLUDES THE SPECIAL RECRUITMENT DRIVE TO FILL UP THE BACKLOG  
RESERVED VACANCIES FOR PERSONS WITH DISABILITIES**

**[PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE ON-LINE APPLICATION]  
{PAY APPLICATION FEES AT ANY UNION BANK OF INDIA BRANCH BEFORE APPLYING ON-LINE}  
(DO NOT SEND THE APPLICATION FORM TO THE BANK BY POST / COURIER / HAND)**

**OPENING DATE for making ON-LINE Applications after Payment of Fees : 26.11.2010**

**LAST DATE FOR MAKING ON-LINE APPLICATION & ON-LINE SUBMISSION  
OF APPLICATION FORM : 16.12.2010**

**TENTATIVE DATE OF WRITTEN EXAMINATION : 06.02.2011**

**1: (a) NAME OF THE POST:**

POST	AGE (As on 01.11.2010)	Emoluments
CLERK-CUM-CASHIER in the Clerical Cadre	Minimum age : 18 years & # Maximum age : 28 years	Basic Pay in Time Scale of Rs.7200 – Rs.19300 plus DA, HRA, CCA, Conveyance Allowance, Gratuity, Pension, LFC, Medical Aid, Reimbursement of Hospitalization & other expenses as also various facilities under Staff Welfare Schemes as per Bank's Rules

**b) VACANCY POSITION:**

CODE	STATE / UNION TERRITORY	TOTAL	SC	ST	OBC	UR (GEN)	VI	HI	OC	TOT	XSM
11	And & Nic Islands	02	00	00	00	02	0	0	0	0	0
12	Arunachal Pradesh	02	00	01	00	01	0	1	0	1	1
13	Andhra Pradesh	132	21	08	42	61	0	1	0	1	20
14	Assam	14	00	02	05	07	1	1	0	2	2
15	Bihar	36	07	00	12	17	1	1	1	3	5
16	Chandigarh	08	01	00	03	04	1	0	0	1	1
17	Chhatisgarh	28	00	13	01	14	1	1	0	2	3
18	Delhi	64	01	06	25	32	0	1	1	02	9
19	Goa	08	01	01	04	02	1	0	0	1	2
20	Gujarat	112	01	18	42	51	3	1	0	4	16
21	Haryana	32	03	00	13	16	1	2	0	3	5
22	Himachal Pradesh	08	00	00	02	06	1	0	0	1	1
23	Jammu & Kashmir	08	01	01	03	03	1	0	0	1	1
24	Jharkhand	36	07	10	04	15	1	1	1	3	5
25	Karnataka	88	16	10	29	33	2	2	0	4	12
26	Kerala	68	00	02	33	33	2	2	0	4	10
27	Madhya Pradesh	124	22	29	22	51	1	1	0	2	18
28	Maharashtra	260	21	42	83	114	5	5	1	11	39
29	Mizoram	02	00	00	00	02	0	1	0	1	0
30	Nagaland	04	00	01	00	03	0	1	0	1	1
31	Orissa	32	06	09	04	13	0	1	1	2	4
32	Punjab	56	08	00	20	28	2	0	1	3	8
33	Rajasthan	24	04	03	05	12	1	1	0	2	3
34	Tamil Nadu	110	20	02	35	53	1	1	0	2	17
35	Tripura	06	02	04	00	00	0	0	1	1	1
36	Uttar Pradesh	296	66	04	105	121	4	5	0	9	44
37	Uttarakhand	32	06	01	09	16	1	0	0	1	3
38	West Bengal	43	06	03	17	17	0	1	0	1	5
39	Sikkim	05	01	02	02	00	0	0	1	1	1
<b>TOTAL</b>		<b>1640</b>	<b>221</b>	<b>172</b>	<b>520</b>	<b>727</b>	<b>31</b>	<b>31</b>	<b>8</b>	<b>70</b>	<b>237</b>

The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

**The recruitment will be on STATE-WISE / UNION TERRITORY-WISE basis indicated above. A candidate can make an application for ONLY ONE STATE or UNION TERRITORY AND S/HE SHOULD BE WILLING TO BE POSTED AT ANY PLACE IN THAT STATE / UNION TERRITORY. FURTHER, S/HE WILL HAVE TO APPEAR FOR THE WRITTEN TEST FROM AN EXAMINATION CENTRE SPECIFIED FOR THAT PARTICULAR STATE / UNION TERRITORY ONLY, AS INDICATED IN PARA NO.9 OF THIS NOTIFICATION, AND THE EXAMINATION CALL LETTER WILL BE ISSUED ACCORDINGLY. No change in the preference of the State / Union Territory Applied & / or Examination Centre will be permitted after submission of the Application Form. It is imperative that the candidate should know to Read, Write & Speak the Language of the State / Union Territory for which S/HE chooses to apply.**

# Maximum Age for UR, relaxation for Reserved (SC / ST / OBC/ PWD/EXSM) Category as per Para 4.

**NOTES:**

- ❖ **MULTIPLE APPLICATIONS WILL NOT BE ALLOWED. ALL MULTIPLE APPLICATIONS, IF MADE, WILL BE SUMMARILY REJECTED AND THE APPLICATION FEE FORFEITED.**
- ❖ **Candidates should ensure that they carefully fill in the On-Line Application Form and satisfy themselves that the information filled in is correct before they save the information.**

**2: ABBREVIATIONS & DEFINITIONS:**

**1. Category of Persons:**

**UR** - (Unreserved - General); **SC** – Scheduled Caste; **ST** – Scheduled Tribe:

**OBC** – Other Backward Classes; **XS** - Ex-Servicemen

**PWD** - Persons With Disabilities (Physically Challenged Persons) are persons who are:

**OC** - Orthopaedically Challenged;

**HI** - Hearing Impaired.

**VC** - Visually Challenged (Blind / Partially Blind / Low Vision).

2. An **Orthopaedically Challenged (OC)** person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply :

**BL** - Both Legs Affected but not Arms;

**OA** - One Arm Affected (Right or Left)

- (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia;

**OL** - One Leg Affected (Right or Left);

**MW** - Muscular Weakness & Limited Physical Endurance.

**3. Visually Challenged (VC)**

- (a) Only those persons who suffer from either of the following conditions:

(i) Total absence of sight,

(ii) Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, or

(iii) Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board appointed by the State Government.

- (b) A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

#### 4. Deaf & Hearing Impaired (HI):

- (a) Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.
- (b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

### 3: RESERVATION IN POSTS:

- (a) Reservation in posts for different categories of persons, including backlog under the respective reservation categories is as indicated in Para 1 against the respective vacancies. Candidates belonging to the Reserved Category are free to apply for the Unreserved (General Category) vacancies, but they will not be entitled to relaxation in terms of age, qualifications, and standards of selection and other parameters available to the Reserved Category Segment and will compete on General Category Standards.

Where a post has been specifically earmarked for a particular Category, other than Unreserved - General Category, candidates belonging to the other Categories are not permitted to apply.

The Reservation for Persons With Disabilities (PWD) in posts where the candidate will be in a position to discharge his duties required of the post as envisaged under 'The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995' will be as follows :

***As the Reservation for Persons With Disabilities (PWD) Category candidates is on a horizontal basis, the selected candidates will be placed in the appropriate category to which they belong (viz. SC, ST, OBC, and Unreserved (General Category)).***

- (b) Candidates belonging to and applying for a post under the **Reserved OBC Category** are required to submit a Certificate regarding his / her "Community" in the prescribed format , i.e., **"FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA"** (**Format available on Bank's website along with this Notification**) and the Certificate should clearly contain the **"NON-CREAMY LAYER CLAUSE" based on the Income for the Financial Year ending 31.03.2010 or later.** Candidates not producing the above certificate will not be considered under the OBC Category.
- (c) The number of vacancies indicated above and also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- (d) In case of non-availability of reserved candidates, the Bank reserves its right to interchange these categories as per Government Directives.
- (e) It is clarified that it may not be possible to employ candidates belonging to PWD Category in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them. Where the use of certain faculties (sight, hearing, speech, travel & movement) is imperative in the discharge of the duties attached to that post, candidates having impairment in these faculties may not be suitable for appointment to the post and hence need not apply.

- (f) The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches / Offices, anywhere in India.

#### **4: RELAXATION IN UPPER AGE LIMIT:**

The candidate in the Unreserved / General Category should have completed **as on 01.11.2010**, the Minimum & Maximum Age as indicated in Para 1 above.

Relaxation in the Upper Age Limit for Reserved Category Posts which are indicated along with General Category posts, will be is available as follows:

- i) Scheduled Caste / Scheduled Tribe candidates by 5 years.
- ii) Other Backward Classes candidates by 3 years.
- iii) Persons with Disability (PWD) by 10 years on cumulative basis. The cumulative age relaxation for PWD category candidates will therefore be (a) by 15 years (10 + 5) for SC/ST; (b) by 13 years (10 + 3) for OBC; and (c) by 10 years (0 + 10) for General Candidates, subject to such cumulative relaxation not taking the age of the candidate to beyond 50 years as on the date of his joining the service of the Bank.
- iv) All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 by 5 years. Persons eligible for age relaxation under this criterion must produce the domicile certificate 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 Government of Jammu & Kashmir to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01.01.1980 to 31.12.1989.
- v) Widows, divorced women & women judicially separated from their husbands, who have not remarried, by 9 years subject to a maximum age limit of 35 years for General / Unreserved category candidates, 38 years for OBC and 40 years for SC/ST category candidates. Age relaxations stipulated for other reserved category candidates would also be available on cumulative basis.
- vi) The Children / Family Members of those who died in the 1984 riots by 5 years. Persons eligible for age relaxation under this criterion must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007).
- vii) Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85/Estt(SCT) dated 27.10.1986, as amended from time to time, who have put in not less than 6 months continuous service in the Armed Forces shall be allowed the benefit of age relaxation by deducting the length of such service from his actual age and the resultant age should not exceed the Maximum Age Limit prescribed for the post for which he / she seeks appointment, by more than 3 years. The 'ex-serviceman' status for the purpose of re-employment in Government of an Ex-Serviceman ceases once he has joined a government job on the civil side on re-employment, after availing of the benefits given to him as an ex-serviceman. Maximum Upper Age limit after considering all relaxations would be 50 years.

#### **5: ELIGIBILITY CRITERIA (As on 01.11.2010):**

##### **(i) 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 1<sup>st</sup> 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 &/or interview 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.

**(ii) Applications from serving employees:**

Subject to their fulfilling the eligibility criteria, **existing employees of Union Bank of India may apply Online through proper channel.** Such candidates, if selected, shall resign from their present positions in the bank and re-join the Bank's service afresh.

**(iii) Age:**

The Minimum and Maximum Age, including the Age with Relaxation, will be reckoned **as of 01.11.2010.**

**(iv) Educational Qualifications (as on 01.11.2010):**

**a) :** The candidate should possess the following minimum qualifications **as on 01.11.2010.**

- (1) (a) A First Class Pass (60% marks in the aggregate) in the Higher Secondary School (HSC) Examination or Standard XII under the 10+2+3 pattern or Standard XI under the 11+3 pattern or Intermediate Examination or Pre-University (PUC) Examination from a recognised Educational Board;

**OR**

- (b) A Pass Class Graduate Degree from a UGC recognised reputed University.

Ex-servicemen who do not possess the above Civil Examination qualifications should have passed, while serving in the Armed forces, with a minimum of 60% marks, any of the following examinations recognised by the Government as equivalent of the Civil Examination of HSC / Pre-University, viz., (i) IAF Educational Test for promotion to the Rank of Corporal; (ii) Passing Out (Indian Navy) Examination conducted by Boys Training Establishment, Visakhapatnam.

- (2) Computer Awareness and Office Automation Course (Computer Basics, DOS, MS Office, Internet & E-Mail) from a Computer Training Institute of a duration of minimum 60 hours. The requirement of having completed the Computer Awareness & Automation Course will be waived in case of those Graduates having Computer Awareness & Knowledge as part of the curriculum at the Degree level
- (3) Should know to Read, Write & Speak the Language of the State / Union Territory for which s/he applies.

**When called for the Personal Interview, the candidate MUST ATTACH TO THE SYSTEM GENERATED PRINTED ON-LINE APPLICATION FORM, PROOF by way of clear and legible photocopies of -**

- (a) UNIVERSITY FINAL DEGREE PASSING CERTIFICATE.**

**(b) YEAR-WISE / SEMESTER-WISE MARK SHEET FOR EACH YEAR / SEMESTER IN RESPECT OF EACH OF THE EXAMINATIONS PASSED from the concerned College & University, AND**

**(c) COMPUTER COURSE PASSING CERTIFICATE in support the stipulation of having completed the Computer Awareness & Office Automation Course for duration of minimum 60 hours. *The requirement of having completed the Computer Awareness & Automation Course will be waived in case of those Graduates having Computer Awareness or Knowledge as part of the curriculum at the Degree level and this fact should be indicated in the Application Form and also evidenced by an duly highlighted entry of the subject in the relevant Mark Sheet.***

**THE CANDIDATURE OF CANDIDATES NOT FULFILLING THE ABOVE CRITERIA WILL BE SUMMARILY REJECTED AND THEY WILL NOT BE PERMITTED TO PARTICIPATE IN THE PERSONAL INTERVIEW AND FURTHER SELECTION PROCESS, EVEN THOUGH THEY MAY HAVE PASSED THE WRITTEN EXAMINATION.**

The Percentage of Marks stipulated for the Educational Qualification for each post is for Unreserved / General Category Candidates. Candidates belonging to the Reserved Category (SC / ST / OBC / PWD), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% Marks in relation to that stipulated for Unreserved / General Category Candidates. *Candidates belonging to SC / ST / OBC / PWD Categories, filling in "General / Unreserved" Vacancies will not be entitled to the above referred relaxation.*

#### **6. PROBATION PERIOD:**

The selected candidate will be on Probation for a period of 6 months of active service from the date of his / her joining the Bank.

#### **7 (a): SELECTION METHODOLOGY:**

(1) All applicants will be administered a Written Test, without verification of their age or qualification, or category or any other eligibility criteria with relevance to documents, and will be on purely provisionally basis, on the strength of the information provided by them in the On-Line Application. The candidates must, therefore, ensure that they fulfill all the eligibility criteria, has in his / her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the On-Line Application are true and correct in all respects. Mere admission to the Written Test and / or Passing the Test and being invited by the Bank for the Personal Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as the Interview Call Letter, for any reason whatsoever, will not be permitted to participate in the Personal Interview even though they may have passed the written examination and have been called for the personal interview.

(2) The short-listing of the candidates for Personal Interview will be made on the basis of the candidate's performance in a Written Test spelt out in Para 8 of this Notification.

(3) The candidate shall be required to qualify in each Objective Test spelt out in Para 8(I)(A) of this Notification, as per cut-off marks determined on the basis of Performance in each test, subject to a minimum 40% marks (35% marks for Reserved Category) in the aggregate of 200 marks. They shall also be required to obtain the minimum passing marks

of 50% (45% for SC / ST / OBC / PWD Category) in the Objective Test on 'Computer Knowledge' spelt out in Para 8(I)(B). **Wrong answers given in the Objective Test will attract Penalty by way of Negative Marks.** *Mere eligibility / pass in the Written Test shall not vest any right in a candidate for being called for Personal Interview.*

(4) While the status of the 'Test of English Language' will be only for 'qualifying' and the marks would not be included in the aggregate marks for the purpose of Merit Ranking, the candidate has to necessarily pass the Test scoring the minimum passing marks or else he / she will be deemed to have failed and not qualified for the further selection process.

(5) In the case of 'Objective Tests' on Computer Knowledge, of 30 Minutes duration carrying 50 marks each, spelt out in Para 8(I)(B), the minimum qualifying marks will be 50% (45% for Reserved Category of SC / ST / OBC / PWD). The marks obtained in the Objective Tests will be added to the Interview Marks, and any other Test or Group Discussion, if held, for Merit Ranking.

(6) Depending on the number of vacancies, only those candidates who have secured the minimum qualifying marks stipulated for Written Test and rank sufficiently high in the order of merit based on the total marks scored in the Written Test shall be called for a Personal Interview in the ratio of 1:3 for General / Unreserved Candidates and 1:5 in case of candidates belonging to the Reserved Categories. The Bank, however, reserves its right to call for the Interview candidates otherwise than in the above ratio at its sole discretion.

(7) Candidates passing the Written Test and the Personal Interview will be ranked in a descending order on the basis of the aggregate marks obtained in the Written Test, Group Discussion (where conducted) & Personal Interview under the respective SC / ST / OBC / GEN Category.

(8) Subject to the vacancies available under the respective Category, only those candidates who pass both the Written Test as well as the Personal Interview will be short-listed for selection in the order of the Merit Rank obtained by them under the respective Category.

(9) In case it is detected at any stage that the candidate does not satisfy with the conditions stipulated or does not fulfill any of the eligibility criteria, and / or he / she has furnished any incorrect information and / or has suppressed any material information / fact(s) his / her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his / her services will be summarily terminated.

(10) Appointment of the short-listed / selected candidate is subject to his / her being declared medically fit as per the requirement of the Bank. Such appointment and confirmation in the services of the Bank will also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste / class verification, execution of service bond and other compliances.

## **8 (I). WRITTEN EXAMINATION / TEST:**

### **(A) Objective Test – 200 Questions - 200 Marks (Duration: Composite 95 Minutes)**

<b>Sr.No.</b>	<b>Name of the Test Paper</b>	<b>No. of Questions &amp; Marks</b>
1.	Test of Reasoning	50 questions carrying 75 marks.
2.	Test of Numerical Ability	50 questions carrying 75 marks.
3.	Test of General Awareness	50 questions carrying 50 marks.
4.	Test of English Language**	**50 questions carrying 50 marks.
<b>Composite 95 Minutes Duration</b>		<b>200 questions carrying 200 marks.</b>

The candidate shall be required to qualify in each Objective Test as per cut-off mark determined on the basis of Performance in each test, subject to a minimum of 40% (35% for Reserved Category) in the aggregate of 200 marks of the Objective Test. Candidates failing to obtain the minimum qualifying marks will not be declared to have cleared the Objective Test. **\*\*The Test of English Language is for 'qualifying purpose' only.** Hence, though the candidate has also to pass in the Test of English Language, the marks obtained in the Test will not be reckoned in the aggregate of 200 marks of the written examination, for the purpose of Merit Ranking.

**(B) Objective Test on Computer Knowledge - One paper - 50 Marks (Duration: 30 Minutes)**

In addition to the Objective Test assessing aptitude, there will be one more Objective Test on Computer Knowledge comprising 50 Marks, consisting of compulsory questions to assess the computer knowledge of the candidate. The minimum passing marks will be 50% (45% for Reserved Category). The Marks scored by the candidate will rank for Merit Ranking.

**THERE WILL BE PENALTY FOR WRONG ANSWERS MARKED IN THE OBJECTIVE TEST WHICH WILL RESULT IN NEGATIVE MARKS FOR EVERY WRONG ANSWER @ ONE-FOURTH OR 0.25 OF THE MARKS ASSIGNED TO THAT QUESTION. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer.**

**(C) Use of a Scribe / Paper Writer:**

A **SCRIBE / WRITER** may be used to write the written test / examination, on behalf of PWD, i.e., **Visually Impaired (VI) candidate [Blind] & Orthopaedically Challenged (OC) candidate [whose writing speed is affected by Cerebral Palsy]**. A Candidate using a Scribe is required to indicate the same appropriately in the Application Form.

In all such cases where a Scribe is used, the following rules will apply:

1. The candidate will have to arrange his/her own Scribe at his/her own cost.
2. The Scribe, where s/he assists in writing, should be from an academic stream different from that of the candidate, in case of Graduate Candidates any academic stream.
3. The academic qualification of the Scribe should be one grade lower than the eligibility criteria stipulated for the post, i.e., where the eligibility criteria stipulated is Graduation, the scribe's qualification should not be more than HSC / XIth / PUC and should possess marks less than the candidate and not more than 60% in his own academic stream.
4. Both the candidate as well as the Scribe will have to give a suitable undertaking confirming that the Scribe fulfils all the above stipulated eligibility criteria. In case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
5. Candidates who use a Scribe will be eligible for extra time @ 20 minutes for every one hour of the examination.

**(II) : PERSONAL INTERVIEW.**

A Personal Interview of 50 marks shall be conducted to assess the candidates' academic record, power of expression, clarity of thought, qualities of leadership, extra curricular activities, hobbies, general demeanour, behaviour, communication skills, etc. The minimum qualifying marks for the Personal Interview would be 50% marks (45% marks for Reserved Category Candidates).



**NOTE:** *The Bank reserves the absolute right to decide as to whether to hold all or any of the modes of Written Test & / or Group Discussion & /or Personal Interview for selection of the candidates to the respective post. The Bank also reserves the right to alter the structure of the written examination depending upon factors like number of eligible applications, etc.*

**9: WRITTEN EXAMINATION / TEST CENTRES & ISSUE OF CALL LETTERS FOR THE WRITTEN EXAMINATION / TEST:**

- (m) **The Written Examination/Test will be tentatively held on 06.02.2011 at the Examination Centres indicated below. The full address of the Examination Venue at the Examination Centre will be advised in the Examination Call Letters. The Examination Call Letter will be despatched to the prima-facie eligible candidates, based on the information provided in the On-Line Application, by Post , well in advance of the date of written examination to reach tentatively by 01.02.2011 at the correspondence address given by the candidate in the Application Form. CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME INSTEAD OF WAITING FOR ANY POSTAL COMMUNICATION AND NOT TO MAKE TELEPHONIC or E-MAIL ENQUIRIES AS PERSONAL & / OR TELEPHONIC & / OR E-MAIL OR POSTAL ENQUIRIES WILL NOT BE ENTERTAINED /RESPONDED TO. While every attempt will be made to ensure that the Intimation to the eligible candidates, short listed for attending the Interview, will be sent by post, sufficiently in advance so as to give the candidate adequate time to attend the Interview, the Bank will not be held responsible for delay in receiving the intimation by the candidate through post for any reason whatsoever. The candidates are therefore advised to keep track of the status of their candidature by visiting the Banks website from time to time.**

**REQUEST FOR CHANGE OF THE EXAMINATION CENTRE FROM THAT INDICATED BY THE CANDIDATE IN HIS / HER APPLICATION FORM SHALL NOT BE PERMITTED & / OR ENTERTAINED.**

***A candidate who does not receive the Examination Call Letter by 31.01.2011 can download the call letter from the Bank's website from 01.02.2011 to 05.02.2011 . In case of any difficulty candidates may contact from 11.30 a.m. to 4.30 p.m., the concerned Regional Office of UNION BANK OF INDIA located at the Examination Centre he / she has opted for, at the addresses given below, with a Written Application indicating (1) his / her Name, (2) Address, (3) Category, (4) Registration Number and (5) Details of Application Fee paid i.e., Payment TRANS ID allotted by the Application Fee Receiving Union Bank of India Branch, for issue of Duplicate Exam Call Letters.***

EXAM CENTRE	CORRESPONDING STATE / UNION TERRITORY/REGION	Name of Official & Address of Union Bank's Office at Exam Centre FOR COLLECTING DUPLICATE <u>from 01.02.2011 to 05.02.2011</u>
Ahmedabad	Gujarat	Mr. B. P. Rathi Regional Office 172 / 1, Premchand House, High Court Way, Ashram Road, Ahmedabad, Gujarat – 380 009.

<b>Bengalooru</b>	<b>Karnataka</b>	Mr. R. R. Mohanty Regional Office No.23, 1st Floor, Archana Complex, J. C. Road. Bangalore – 560 001
<b>Bhopal</b>	<b>Madhya Pradesh</b>	Mr. R. Sainath Regional Office Union Bank Bhavan, 2nd floor, 1513/1/1, Anera Hills, Bhopal, M.P – 462 011.
<b>Bhubaneswar</b>	<b>Orissa</b>	Ms. Pragyan Samal Regional Office, Plot No.3 / 1 - A, Civic Centre, I.R.C. Village, Nayapalli, Bhubaneshwar, Orissa – 751 015.
<b>Chandigarh</b>	<b>Chandigarh</b>	Mr. S K Kapoor Regional Office, 64 / 65, 2nd floor, Sector 17 - B, Bank Square, Chandigarh – 160 017.
	<b>Haryana</b>	
	<b>Himachal Pradesh</b>	
<b>Chennai</b>	<b>Tamil Nadu</b>	Mr. Ravi Kumar Regional Office 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor, 139, Broadway, (Prakasam Salai) Chennai, Tamil Nadu - 600 108.
<b>Dehradun</b>	<b>Uttarakhand</b>	Mr. Mohit Singh Regional Office, 78, Radha Palace, 2nd floor, Rajpur Road, Dehradun, Uttarakhand – 248 001.
<b>Delhi</b>	<b>Delhi</b>	Mr. Atul Gupta Regional Office Shahid Bhagat Singh Place, 3rd floor, Bangla Saheb Singh Marg, Gole Market, New Delhi – 110 001.
<b>Ernakulam</b>	<b>Kerala</b>	Mr. K. G. Hareendranath Nodal Regional Office, Union Bank Bhavan, C.C. 38 / 542, M. G. Road, Ernakulam, Kochi, Kerala - 682 035
<b>Guwahati</b>	<b>Arunachal Pradesh</b>	Mr. Bidit Bhattacharjee Regional Office, G. N. B. Road, Chandmari, District - Kamrup, Guwahati, Assam - 781 003
	<b>Assam</b>	
	<b>Mizoram, Nagaland</b>	
	<b>Tripura</b>	
<b>Hyderabad</b>	<b>Andhra Pradesh</b>	Mr. N. S. Ramakrishna UNION BANK OF INDIA, RO, 2ND FLOOR, D NO.6.3.664 MAHENDRA BHAVAN, PRESTIGE TOWERS, OPP:N I M S HOSPITAL ABOVE CROMA SHOW ROOM, PANJAGUTTA MAIN ROAD, SOMAJIGUDA HYDERABAD 500 034 AP
<b>Jaipur</b>	<b>Rajasthan</b>	Mr. Chanda Lal Meena Regional Office, B/100, University Marg, Bapu Nagar, Jaipur, Rajasthan – 302 015.
<b>Jalandhar</b>	<b>Jammu &amp; Kashmir</b>	Mr. Lalchand Regional Office, Veer Pratap Bhavan, Shastri Market, Nehru Garden Road, Jalandhar, Punjab - 144 001
	<b>Punjab</b>	
<b>Kolkata</b>	<b>Sikkim</b>	Mr. Vijay Vyas Regional Office Alepe Court, 1st floor, 225C, A. J. C. Bose Road, Kolkata, W.B – 700 020.
	<b>West Bengal</b>	
<b>Lucknow</b>	<b>Uttar Pradesh</b>	Mr. Rajan Waykul Field General Manager's Office, Sharda Towers, 2 <sup>nd</sup> Floor, Kapurthala Complex, Aliganj, Lucknow, Uttar Pradesh – 226 020.

<b>Mumbai</b>	<b>Mumbai</b>	Mr. S. G. Pawar Nodal Regional Office, M S Marg Branch Bldg, Opp. Stock Exchange Bldg. Fort, Mumbai , 400023
<b>Patna</b>	<b>Bihar</b>	Mr. U. N. Yadav Regional Office, Nasheman Bhavan, 1st floor, Mazahrul Haque Path, Frazer Road, Patna, Bihar – 800 001
<b>Pune</b>	<b>Goa</b>	Ms. Prashant Saraf. Regional Office Jeevan Prakash, LIC Building, 6 / 7, University Road, Shivaji Nagar, Pune, Maharashtra – 411 005.
	<b>Maharashtra</b>	
<b>Raipur</b>	<b>Chhatisgarh</b>	Mr. H. V. Chaudhary Regional Office, Mahavir Gaushala Complex, K. K. Road, Maudhapara, Raipur Chattisgarh - 492 001
<b>Ranchi</b>	<b>Jharkhand</b>	Ms. Sunita Kisan Regional Office, Kalibabu Street, Behind Civil Court, Ranchi, Jharkhand – 834 001.

**NOTE: The Bank reserves the right to allot the candidate to any of the Centres other than the one opted for by him / her, to prepone / postpone / reschedule the Written Examination Dates & / or to add to or delete or modify / change the Examination Centre and the Venues & / or to cancel the Written Examination on account of technical or administrative exigencies or any other reason.**

**CANDIDATES LIABLE TO PAY FEES ARE REQUIRED TO ATTACH ONE PHOTOCOPY OF THE 'RECRUITMENT FEE PAYMENT CHALLAN' TO THE EXAMINATION CALL LETTER AND SUBMIT THE EXAMINATION CALL LETTER, WHILE APPEARING FOR THE WRITTEN EXAMINATION. CANDIDATES FAILING TO ADHERE TO THESE INSTRUCTIONS WILL NOT BE PERMITTED TO APPEAR FOR THE WRITTEN EXAMINATION.**

#### **10 : PRE-EXAMINATION TRAINING (PET) :**

The Bank intends, in consonance with the guidelines issued by the Government of India, to impart **free non-residential Pre-Examination Training (PET) of six working days** to a limited number of candidates belonging to **Scheduled Castes / Scheduled Tribes / Minority Communities, who have not attended for a Pre-Examination Training at any time earlier.** The PET will be held at Centres located at **Ahmedabad, Bengalooru, Bhopal, Bhubaneshwar, Delhi, Ernakulam, Lucknow, & Mumbai.** Selection for the PET from among the candidates will be made on the priority of the date of Payment and the date of receipt of Application Form. Candidates belonging to the above categories who have not attended any PET earlier and are now desirous of availing themselves of such Pre-examination Training may indicate to that effect, with the PET Centre, in the Application Form.

All expenses for attending the Pre-Examination Training (PET) programme at the concerned Training Centre relating to travel, boarding, lodging, etc. will have to be made and borne by the candidate. The Bank has discretion to add to or delete from, the Centers for PET indicated above.

#### **11: ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, incorrect, tampered, fabricated or should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the abovementioned activities, he / she will not only be

disqualified but he / she will be liable to be dismissed from the services of the bank at any time, even after being selected and after joining the Bank's service.

At the time of Written Examination / Interview, if a candidate is (or has been) found guilty of:

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the Examination Hall & / or Personal Interview Hall, or
- iv) Resorting to any irregular or improper means in connection with his / her candidature, including resorting to canvassing his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- to be disqualified from the selection process for which he / she is a candidate;
- to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

**NOTE:** The Bank would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such analysis, if it is suspected that the responses have been shared and the scores obtained are not genuine / valid, the Bank reserves the right to cancel the candidature.

## 12 : PAYMENT OF NON-REFUNDABLE APPLICATION FEE :

- (1) Applicants are first required to go to the Bank's website 'www.unionbankofindia.co.in' and on the Home Page open the link "Careers".
- (2) Thereafter, open the Recruitment Notification entitled "UNION BANK RECRUITMENT PROJECT – 2010 -CLERK".
- (3) Take a Print of the entire Recruitment Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN'.
- (4) Fill in the Recruitment Application Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- (5) Go to the nearest Union Bank of India Branch with the Application Fee Challan and pay, in Cash, the appropriate Application Fee as indicated below :

Category of Applicant	Amount of Fees
GEN / OBC	Rs.300.00
Others	NIL

- (6) 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) 7 to 10 Digit TRANS ID, and (4) Date of Deposit** filled in by the Branch Official.
- (7) You are now ready to Apply On-Line by re-visiting the Recruitment Notification on the Bank's website and going to the link entitled "**ON-LINE APPLICATION FOR UNION BANK CLERICAL RECRUITMENT PROJECT 2010-A** to open up the **appropriate On-Line Application Form Format**.
- (8) Carefully fill in the details from the Recruitment Application Fee Payment Challan in the On-Line Application Form at the appropriate place.
- (9) **A photocopy of the Receipted Application Fee Payment Challan should be attached to the Written Examination Call Letter to be submitted at the time of appearing for the Written Examination, where applicable, and also to the System Generated Printed Application Form, to be submitted only at the time of the Personal Interview.**
- (10) **Steps mentioned at serial nos. (3). (4), (5). (6) & (9) will not be applicable to SC / ST / , Persons With Disability (PWD), Ex-Servicemen candidates as they are exempted from payment of Application Fees.**

**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.

**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 ON-LINE FOR THE POST THE CANDIDATE SHOULD ENSURE THAT HE / SHE FULFILS EACH OF THE ELIGIBILITY CRITERIA AND OTHER NORMS, INCLUDING POSSESSING THE REQUISITE DOCUMENTS, AS MENTIONED IN THIS NOTIFICATION.**

**13 : GENERAL INSTRUCTIONS:**

- (a) **CANDIDATES ARE REQUIRED TO PAY THE APPLICATION FEE AT ANY UNION BANK OF INDIA BRANCH AND THEREAFTER APPLY "ON-LINE" ONLY from 26.11.2010 to 16.12.2010 THROUGH THE LINK PROVIDED ON THIS NOTIFICATION HOSTED ON THE BANK'S WEBSITE WHICH WILL LEAD THEM TO THE ON-LINE APPLICATION FORM .**

**THE SYSTEM GENERATED PRINTED APPLICATION FORM AND OTHER DOCUMENTS ARE NOT TO BE SENT AT THE TIME OF APPLYING. THESE WILL BE REQUIRED TO BE SUBMITTED BY THE CANDIDATE ONLY WHEN INVITED FOR THE PERSONAL INTERVIEW.**

**THE CANDIDATE SHOULD ENSURE THAT HE / SHE FULFILS THE ELIGIBILITY CRITERIA AND OTHER NORMS, INCLUDING BEING IN POSSESSION OF DOCUMENTS SPECIFIED IN THIS NOTIFICATION BEFORE APPLYING FOR ANY POST.**

**A Candidate can submit ONLY ONE ON-LINE APPLICATION. MULTIPLE APPLICATIONS WILL BE SUMMARILLY REJECTED AND THE APPLICATION FEE FORFEITED.**

Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. **In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has concealed or suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his / her services are liable to be terminated.**

- (b) Carefully fill in the details in the On-Line Application form and re-check. After "submitting" the On-Line Application Form, with the Application Fee details (wherever applicable) duly entered therein, candidates are required to obtain two (2) Print-outs of the Computerised System Generated Application Form. **On one Print-out of the System Generated Printed Application Form, firmly paste with ONE passport size photograph, duly signed across, at the appropriate place on the first page, and keep ready for submission to the Bank, along with one set of photocopies of the "Fee Payment Challan" and the documents listed in (c), (d), (e) & (f) below, ONLY WHEN INVITED FOR THE PERSONAL INTERVIEW. DO NOT SEND THE APPLICATION FORM TO THE**

**BANK BY POST / COURIER.** The second Print-out of the Application Form should be kept by the candidate for his / her records.

- (c) The candidate should submit, when invited for the Personal Interview, one set of photocopies of all the requisite documents along with the System Generated Application Form and the photocopy of the "Fee Payment Challan" (wherever applicable), arranged chronologically in the order listed below, in support of (1) his / her Date of Birth, (2) SSC & HSC Examination Passing Certificates & Marks Sheets (3) the Semester-wise / Year-wise Marks Sheets for each semester / year & (4) Degree Passing Certificate(s) (5) Computer Awareness Training, (6) Work Experience Certificate, if any.
- (d) Candidates claiming the benefit of reservations / age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should also submit a clear and legible copy of the Disability / Medical Certificate issued on or after 01.04.2010 and as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995" in support of their disability issued by an Authorised Certifying Authority [as indicated at Para 14(ii)], **clearly indicating the Nature & Quantum (Percentage) of Disability. The prescribed format of the Disability Certificate is available on the Bank's Website, which, if needed, may be downloaded, printed and made use of.**
- (e) Candidates belonging to SC/ST/OBC Category should submit a photocopy of their Caste Certificate, issued by the Competent Authority in the format prescribed by the (Central) Government of India, Dept. of Personnel & Training, Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 & No.36036/8/98-Estt. (Res.) dated 16.03.1999. **The prescribed format of the SC / ST Caste Certificate is available on the Bank's Website,alongwith this application, which, if needed, may be downloaded, printed and made use of.**

**SC / ST / OBC candidates, claiming reserved status, failing to submit the photocopies of the caste certificate in prescribed format issued by the competent authority will not be considered for the posts under the respective reserved categories and their candidature will be cancelled. Candidates should, therefore ensure that the Caste Certificate is in the proper format.**

- (f) **The Other Backward Class (OBC) Certificate to be submitted by OBC Candidates, at the time of the Personal Interview, should be in the Format prescribed by the Government of India vide Government of India, Dept. of Personnel & Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997 entitled "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" and should invariably contain the 'CREAMY / NON-CREAMY LAYER' CLAUSE based on the income for the financial year 2009-2010, i.e., as of 31.03.2010. The prescribed format of the OBC Certificate with 'Non-Creamy Layer Clause' is available on the Bank's Website.**

**OBC CERTIFICATES NOT IN THE PRESCRIBED FORMATS AND / OR NOT CONTAINING THE "NON-CREAMY LAYER CLAUSE" BASED ON FINANCIAL YEAR PRIOR TO 2009-2010 i.e., before 31.03.2010, WILL NOT BE ACCEPTED AND THE CANDIDATE'S CANDIDATURE UNDER OBC CATEGORY WILL BE CANCELLED AS SUCH CANDIDATES HAVING APPLIED UNDER THE 'RESERVED CATEGORY', WILL BE DISQUALIFIED AND WILL NOT BE PERMITTED TO PARTICIPATE UNDER THE GENERAL / UNRESERVED CATEGORY. IT IS THEREFORE IN THE INTEREST OF THE CANDIDATES TO ENSURE THAT THEY GET THEIR OBC CERTIFICATES IN THE PROPER**

**FORMAT AND WITH THE UP- DATED CREAMY LAYER CLAUSE CERTIFICATE ISSUED BY THE COMPETENT AUTHORITIES AND FURNISH THE SAME WHEN INVITED FOR THE PERSONAL INTERVIEW.**

**As the candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation, they should indicate their category as 'GEN' while filling in the On-Line Application Form.**

- (g) Candidates serving in Government / Public Sector Undertaking (including Banks & Financial Institutions) should not forward the Application Form through their employers but should submit a "No Objection Certificate" from the employer, only at the time of the Personal Interview.
- (h) Candidates claiming to have work experience should ensure that they submit at the time of the personal interview, along with the Printed On-Line Application Form, documentary proof thereof by way of Work Experience Certificates for the periods mentioned in the Application Form, from all their employers, clearly stating the period and nature of employment / duties,. **Copies of Appointment Offer Letters, Salary Certificates, etc., in lieu of Work Experience Certificates will not be accepted.**
- (i) Candidates should ensure that they keep with themselves (and not attach with the System Generated Application Form) sufficient copies of the same photograph already affixed by them on the System Generated Application Form, for future use during the entire recruitment process, i.e., on the original Applicant's Counterfoil of the Fee Payment Challan (wherever applicable) and also at the time of the Written Examination & / or Group Discussion (where applicable), Personal Interview, Medical Examination, Police Verification Formats and the Formal Application Formats. They are also advised not to change their appearance till the recruitment process is complete. **Applicants submitting different photographs from that pasted on the System Generated Application Form and the Counterfoil of the "Fee Payment Challan" (wherever applicable) are likely be debarred from participating in the recruitment process, at the sole discretion of the Bank.**
- (j) The candidates will appear for the written examination / group discussion / personal interview / medical examination, etc., at the allotted centres at their own cost and risks and the Bank will not be responsible for any injury / loss, etc., of any nature.
- However, eligible (unemployed) outstation SC / ST & Physically Challenged candidates attending the interview would be reimbursed to & fro Second Class Rail/ Ordinary State Transport Bus fare by the shortest route on production of satisfactory evidence of travel along with an application in this regard.
- (k) The Bank may, at its discretion, hold a re-examination wherever necessary in respect of a centre / venue / specific candidate(s).
- (l) **No candidate is permitted to use a calculator, telephones and mobile phones of any kind, pagers or any other such gadgets / instruments. Candidates are advised not to bring such gadgets to the examination venue as these will not be allowed inside the venue and no arrangements will be made for safe-keeping of such gadgets / instruments.**
- (n) Only those candidates (1) who have prima facie, on the basis of the information given in the On-Line Application Form, met with the eligibility criteria & / or (2) who have cleared their Written Examination and (3) who are short-listed for appearing in the Personal Interview and (4) those selected for Pre-Recruitment Medical Examination on the basis of their overall performance in the Written Test & / or Personal Interview, will be individually intimated by Post at the address furnished by them in the Application Form. **A List of all such candidates will also be hosted**

on the Bank's website 'www.unionbankofindia.co.in' under the link "Careers". CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME AND NOT TO MAKE TELEPHONIC or E-MAIL ENQUIRIES AS SUCH PERSONAL & / OR TELEPHONIC & / OR E-MAIL OR POSTAL ENQUIRIES WILL NOT BE ENTERTAINED / RESPONDED TO.

- (n) Candidates should ensure that they produce for Bank's verification at the time of the Personal Interview the ORIGINALS of all the Documents stipulated above. CANDIDATES FAILING TO PRODUCE THE ORIGINAL DOCUMENTS FOR VERIFICATION WILL NOT BE PERMITTED TO PARTICIPATE IN THE PERSONAL INTERVIEW FOR SELECTION AND THEIR CANDIDATURE SHALL STAND CANCELLED.
- (o) Candidates are advised to up-date their communication addresses to ensure prompt receipt of postal mail sent by the Bank after the conclusion of the Written Examinations. Candidates desirous of changing their communication address at any time after the conclusion of the written examination may communicate the change to the Bank *by Post* giving therein (1) their Full Name, (2) System Generated Registration Number, (3) Written Exam Roll Number, (4) Written Exam Centre, (5) Earlier noted address and (6) the Changed Address. While every effort will be made to incorporate the changed address, the Bank will bear no responsibility & / or liability for not updating the change for any reason whatsoever.
- (p) Appointment of the short-listed / selected candidate is subject to his / her completing the entire prescribed pre-recruitment Medical Examination and he / she is not suffering from any illness or medical condition which is likely to put himself / herself / his / her co-workers of the Bank at any risk and he / she being declared physically and medically fit as per the requirement of the Bank.
- (q) Selected candidates, who are presently in employment, will be required to produce a clear and valid discharge certificate / relieving letter from their present employer before joining the service.
- (s) 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.
- (t) While due care and caution will be exercised, the Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- (u) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- (v) Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (w) Banking, being a versatile activity, needs all round grooming of the selected / recruited candidate. Accordingly, the candidates recruited / selected in the Bank will be required to inculcate overall knowledge of various facets of banking and allied subjects for which the bank will provide necessary on-the-job/theoretical training. It is expected that the candidates selected will endeavour to equip themselves with skill sets that will enable them to rise to higher positions in the Bank in due course of time.



**14: COMPETENT AUTHORITIES FOR ISSUE OF THE CERTIFICATES TO SC / ST & PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED) CANDIDATES:**

**(i) For SC / ST / OBC Candidates:**

- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c) Revenue Officer not below the rank of Tahsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

**(ii) For Persons With Disability / Physically Challenged Candidates:**

Authorised Certifying Authority will be the Medical Board at the District level. The Medical Board will consist of a Chief Medical Officer, a Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon.

**15: HOW TO APPLY:**

**A: (a) Candidates MUST POSSESS HIS / HER OWN VALID PERSONAL E-MAIL ID WHICH SHOULD BE VALID FOR THE ENTIRE DURATION OF THIS RECRUITMENT PROJECT. In case a candidate does not have a valid personal e-mail id, he / she should create his / her new e-mail id. THIRD PARTY E-MAIL IDs ARE NOT PERMITTED.**

(b) Eligible candidates are required to apply only 'ON-LINE' through our website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in). No other means/ mode of application will be acceptable.

**A CANDIDATE CAN SUBMIT ONLY ONE ON-LINE APPLICATION WHICH CAN BE MADE BETWEEN 26.11.2010 to 16.12.2010 (BOTH DAYS INCLUSIVE).**

(c) Candidates should keep the particulars of their Application Fee Paid details, Educational Qualifications, Work Experience details, and other Personal details ready before applying as these details are required to be entered in the On-Line Application.

(d) **To apply ON-LINE:-**

- (i) Go on to the Internet and to the Bank's website '[www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)' and on the Home Page under the link "Careers", access the Recruitment Notification entitled "UNION BANK RECRUITMENT PROJECT - 2010-CLERK.
- (ii) Print the Recruitment Notification and the Recruitment Application Fee Payment Challan and make payment of the prescribed Application Fee (wherever applicable) at any Union Bank of India Branch, as spelt out under "**PAYMENT OF NON-REFUNDABLE APPLICATION FEE**" from 26.11.2010 to 16.12.2010.
- (iii) After making Payment of the Application Fees re-visit the Bank's Website and the Recruitment Notification.
- (iv) **CLICK ON ANY ONE OF THE APPROPRIATE ALONGSIDE LINK ⇒ "[ON-LINE APPLICATION FOR CLERK-CUM-CASHIERS](#)" to open up the appropriate On-Line Application Form Format.**

- (v) Correctly fill-in the required details in the On-Line application form and **SUBMIT the On-Line Application electronically NOT LATER THAN 16.12.2010.**
- (vi) Make a note of the allotted System Generated Application Registration Number and Password.
- (vii) There is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This Modification facility shall be available after 2 days of registration & up to 18.12.2010. Modification will be allowed only 3 times. After the last date, no modification will be permitted.
- (viii) Affix your photograph at the appropriate place on the first page of the Application Form and keep ready with the one set of the prescribed documents to be brought along and submitted only when invited for the Personal Interview. Ensure to also bring along the Original Documents for verification when invited for the Personal Interview. The other Print-out is to be retained by the applicant for future reference.

**16: LAST DATE FOR SUBMISSION / RECEIPT OF ON-LINE APPLICATION FORM:**

- (a) The Last Date for making payment of Application Fees at any Union Bank of India Branch (prior to applying on-line) is 16.12.2010.
- (b) The Last Date for making an On-Line Application is 16.12.2010.

**The Printed copy of the System Generated Application Form with a passport size photograph affixed thereon, Photocopy of the Recruitment Application Fee Payment Challan (wherever applicable) and one set of photocopies of the specified Documents SHOULD NOT BE SUBMITTED at the time of making the Application. ALL THESE DOCUMENTS, ALONG WITH THE ORIGINAL OF THESE DOCUMENTS, ARE REQUIRED TO BE SUBMITTED ONLY WHEN INVITED FOR THE PERSONAL INTERVIEW.**



**CANDIDATES ARE EXHORTED IN THEIR OWN INTEREST NOT TO WAIT TILL THE LAST DATE PAY THE RECRUITMENT APPLICATION FEES AND TO APPLY ON-LINE AND FACE THE POSSIBILITY OF DISAPPOINTMENT DUE TO THEIR INABILITY TO ACCESS THE BANK'S WEBSITE ON ACCOUNT OF HEAVY INTERNET TRAFFIC, BUT TO AVAIL OF THE OPPORTUNITY OF A LARGE TIME SPAN AFFORDED BY APPLYING MUCH BEFORE THE CLOSING DATES.**

**THE BANK DOES NOT ASSUME ANY RESPONSIBILITY FOR THE CANDIDATE NOT BEING ABLE TO SUBMIT HIS / HER APPLICATION ON ACCOUNT OF NON-AVAILABILITY OF THE INTERNET CONNECTIVITY OR FOR ANY OTHER REASON BEYOND THE CONTROL OF THE BANK.**

**GENERAL MANAGER (PERSONNEL)**

**MUMBAI, 25.11.2010**

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BANK'S VOUCHER										APPLICANT'S COUNTERFOIL											
																					
<b>UNION BANK RECRUITMENT PROJECT - 2010-CLERK</b>										<b>UNION BANK RECRUITMENT PROJECT - 2010-CLERK</b>											
<b>RECRUITMENT APPLICATION FEES PAYMENT CHALLAN</b>										<b>RECRUITMENT APPLICATION FEES PAYMENT CHALLAN</b>											
<b>For Branch Office Use</b>										<b>For Branch Office Use</b>											
Branch Name										Branch Name											
Branch SOL ID										Branch SOL ID											
Credit to A/c. No.					<b>37890 101 0036586</b>					Credit to A/c. No.					<b>37890 101 0036586</b>						
PAYMENT DATE		D	D	M	M	Y	Y			PAYMENT DATE		D	D	M	M	Y	Y				
						1	0									1	0				
TRANS ID										TRANS ID											
<b>To be filled in by the Applicant</b>										<b>To be filled in by the Applicant</b>											
CATEGORY		( )	SC/ST/PW D/XSM			OTHERS					CATEGORY		( )	SC/ST/PW D/XSM			OTHERS				
APPLICATION FEE		( )	NIL			Rs.300.00					APPLICATION FEE		( )	NIL			Rs.300.00				
* APPLICANT'S FULL NAME in BLOCK LETTERS: ( ) Mr. / Mrs. / Ms. _____										* APPLICANT'S FULL NAME in BLOCK LETTERS: ( ) Mr. / Mrs. / Ms. _____											
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* Applicant's Name <u>on this Payment Challan</u> & <u>on the On-Line Application Form</u> SHOULD BE THE SAME.										* Applicant's Name <u>on this Payment Challan</u> & <u>on the On-Line Application Form</u> SHOULD BE THE SAME.											
Branch Stamp :										Branch Stamp :											
BANK'S AUTHORISED SIGNATORY										BANK'S AUTHORISED SIGNATORY											
1. BRANCH TO ENSURE THAT BRANCH NAME, SOL ID, PAYMENT DATE, and TRANSACTION ID & APPLICANT'S NAME ARE CORRECTLY & LEGIBLY NOTED IN THIS CHALLAN.										NOTE : While applying ON-LINE, please enter in On-Line Application Form in Application Fee Payment Details (1) Branch Name, (2)Branch SOL ID; (3) Payment Date; & (4) TRANS ID given above.											
2. BRANCH TO <u>CUT THIS PAYMENT CHALLAN INTO HALF ALONG MID LINE</u> , HAND OVER APPLICANT'S COUNTERFOIL TO APPLICANT. RETAIN THE BANK'S VOUCHER PORTION FOR BRANCH RECORDS.										ATTACH PHOTOCOPY OF THIS CHALLAN TO ON-LINE APPLICATION FORM & OTHER DOCUMENTS AND SUBMIT WHEN INVITED FOR PERSONAL INTERVIEW.											

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**FORMAT OF CASTE CERTIFICATE TO BE SUBMITTED BY SC/ST APPLICANTS****FORM OF SC / ST CASTE CERTIFICATE**

This is to certify that Shri/Shrimathi/Kumari\*  
 \_\_\_\_\_ son / daughter\* of Shri  
 \_\_\_\_\_ of Village / Town\*  
 \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of  
 the State / Union Territory\* of \_\_\_\_\_ belongs to the  
 \_\_\_\_\_ Caste / Tribe\* which is recognised as a Scheduled Caste /  
 Scheduled Tribe\* under:

The Constitution (Scheduled Castes) Order, 1950.

\*The Constitution (Scheduled Tribes) Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes & Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.)

\*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes & Scheduled Tribes Orders (Amendment) Act, 1976;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

The Constitution (Goa, Daman & Diu ) Scheduled Tribes Order, 1968;

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

\*The Constitution (Sikkim) Scheduled Castes Order, 1978;

\*The Constitution (Sikkim) Scheduled Castes Tribes, 1978;

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

\*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

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...2...

\*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. This Certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes Certificate issued to Shri / Shrimathi\* \_\_\_\_\_, father / mother\* of Shri / Shrimathi / Kumari\* \_\_\_\_\_ of Village / Town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_ who belong to the Caste / Tribe\* which is recognised as a Scheduled Caster / Scheduled Tribe\* in the State / Union Territory of \_\_\_\_\_ issued by the \_\_\_\_\_, dated \_\_\_\_\_.

3. Shri / Shrimati / Kumari\* \_\_\_\_\_ and / or\* his / her\* family ordinarily reside(s) in Village / Town\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_.



Signature \_\_\_\_\_  
Designation \_\_\_\_\_

PLACE: \_\_\_\_\_ STATE / UNION TERRITORY : \_\_\_\_\_

DATE : \_\_\_\_\_

NOTE. - The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words which are not applicable.

**FORMAT OF OBC CERTIFICATE TO BE SUBMITTED BY OBC APPLICANTS****FORM OF CERTIFICATE TO BE PRODUCED BY  
OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS  
UNDER THE GOVERNMENT OF INDIA**

[G.I., Dept. of Per. &amp; Trg., O.M.No.36033/28/94-Estt (Res.), dated 02.07.1977]

This is to certify that Shri/Shrimathi/Kumari\*  
 \_\_\_\_\_ son / daughter\* of Shri  
 \_\_\_\_\_ of Village / Town\*  
 \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of  
 the State / Union Territory\* of \_\_\_\_\_ belongs to the  
 \_\_\_\_\_ Community which is recognised as a Backward Class  
 under:

- \* (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No.186, dated the 13th September, 1993.
- \* (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- \* (iii) Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
- \* (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri / Shrimati / Kumari\* \_\_\_\_\_ and / or\* his / her\* family ordinarily reside(s) in Village / Town\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_.

This is also to certify that he / she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M.No.36012/22/93-Estt.(SCT), dated 08.09.1993.



Signature \_\_\_\_\_  
 Designation \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\*Strike out whichever is not applicable

...2...

N.B. - (a) The Term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificate are indicated below:-

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tahsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate &/or his family resides.