

**UNION BANK RECRUITMENT PROJECT 2012-Clerk**  
**RECRUITMENT NOTIFICATION**

Union Bank of India, Leading Listed Public Sector Bank with Head Office in Mumbai and all India representation invites ON-LINE Applications, from qualified candidates who hold a valid score card issued by IBPS, for filling up 1636 Vacancies in the post of Single Window Operator 'A'/Clerk.

INCLUDES THE BACKLOG RESERVED VACANCIES FOR SC/ST/ OBC AND 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]

CASH PAYMENT OF NON REFUNDABLE APPLICATION FEES  
 AT ANY UNION BANK OF INDIA BRANCH ACROSS INDIA

(for General & OBC Category Candidates only)  
 For others (as *intimation* charges.)

Rs. 100/-  
 Rs. 20/-

APPLICATION FEE PAYMENT CHALLAN on Page 17 of this Notification.]

OPENING DATE FOR PAYMENT OF FEES : 19.06.2012

OPENING DATE ON-LINE APPLICATION : 19.06.2012  
 [Choose Link to appropriate On-Line Application Form, available on the Banks website. ]

LAST DATE FOR PAYMENT OF FEES & ON-LINE APPLICATION : 03.07.2012

1: (a) NAME OF THE POST:

POST	AGE (As on 01.08.2011*)	Emoluments
Single Window Operator "A" / Clerk	Minimum age : 20 years & # Maximum age : 28 years	Basic Pay in Time Scale of Rs.8000 - 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

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

\* The Qualifying cut off date for Age ( Minimum and Maximum ) Educational Qualification and other Qualifying criteria is 01.08.2011 i.e as prescribed by IBPS in its notification for CWE of Clerks.

The recruitment will be on STATE-WISE / UNION TERRITORY-WISE basis indicated below. It will therefore be necessary that candidates apply for vacancies of a State/UT from which they have appeared for the Common Written Examination and in which they have qualified. 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. No change in the preference of the State / Union Territory Applied & / or Interview Centre will be permitted after submission of the

**Application Form.** It is imperative that the candidate should know to Read, Write & Speak the Official Language of the State / Union Territory for which S/HE chooses to apply.

(b) VACANCY POSITION:

NAME OF STATE	GRAND TOTAL	HORIZONTAL RESERVATION										
		SC	ST	OBC	UR	PWD				XSM		
						VI	HI	OC	TOT	DXS	RXS	TOT
ANDHRA PRADESH	112	18	8	30	56	1	0	0	1	5	11	16
ASSAM	22	0	3	9	10	1	1	0	2	1	2	3
ARUNACHAL PRADESH	1	0	0	0	1	1	0	0	1			0
ANDAMAN & NICOBAR ISLANDS	1	0	0	1	0	1	0	0	1			0
BIHAR	50	8	1	17	24	2	1	1	4	2	5	7
CHHATTISGARH	25	2	10	1	12	1	1	0	2	1	3	4
DELHI	150	20	12	43	75	1	2	1	4	7	15	22
GOA	6	0	2	1	3	1	0	0	1		1	1
GUJARAT	18	0	3	6	9	2	1	0	3	1	2	3
HARYANA	43	9	0	12	22	2	1	1	4	2	4	6
HIMACHAL PRADESH	2	0	0	1	1	0	0	1	1			0
JHARKHAND	21	2	7	2	10	0	1	0	1	1	2	3
JAMMU & KASHMIR	3	0	1	0	2	1	0	0	1		1	1
KERALA	69	0	3	37	29	1	1	0	2	3	7	10
KARNATAKA	49	7	6	13	23	1	1	0	2	2	5	7
MADHYA PRADESH	110	17	22	16	55	2	3	0	5	5	11	16
MAHARASHTRA	135	14	36	31	54	4	4	1	9	6	13	19
MEGHALAYA	1	0	0	1	0	1	0	0	1			0
MIZORAM	2	0	1	0	1	1	0	0	1			0
ORISSA	14	2	3	2	7	0	1	0	1	1	1	2
PUNJAB	63	14	0	22	27	3	2	2	7	3	6	9
RAJASTHAN	43	7	5	9	22	1	2	0	3	2	4	6
SIKKIM	1	0	0	0	1	1	0	0	1			0
TAMIL NADU	114	23	0	34	57	3	3	1	7	5	12	17
TRIPURA	3	0	2	0	1	1	0	0	1		1	1
UTTAR PRADESH	526	93	9	162	262	9	12	5	26	24	52	76
UTTARAKHAND	11	1	1	2	7	0	1	1	2	1	1	2
WEST BENGAL	41	0	3	18	20	1	2	0	3	2	4	6
<b>TOTAL</b>	<b>1636</b>	<b>237</b>	<b>138</b>	<b>470</b>	<b>791</b>	<b>43</b>	<b>40</b>	<b>14</b>	<b>97</b>	<b>74</b>	<b>163</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.

**NOTES:**

- ❖ 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 [submit the application online](#)

## 2: ABBREVIATIONS & DEFINITIONS:

### a. Category of Persons:

<b>SC - SCHEDULED CASTE</b>
<b>ST - SCHEDULED TRIBE</b>
<b>OBC - OTHER BACKWARD CLASSES</b>
<b>UR - UNRESERVED - GENERAL</b>
<b>PWD - PERSONS WITH DISABILITIES (Physically Challenged Persons)</b>
<b>VI - VISUALLY IMPAIRED (BLIND / PARTIALLY BLIND / LOW VISION)</b>
<b>HI - HEARING IMPAIRED</b>
<b>OC - ORTHOPAEDICALLY CHALLENGED</b>
<b>XSM - EX-SERVICEMEN</b>
<b>DXS - DISABLED EX-SERVICEMEN / DEPENDANTS OF SERVICEMEN KILLED IN ACTION</b>
<b>RXS - REMAINING EX-SERVICEMEN</b>

b. An Orthopedically 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.

### 5. 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 : OC - X, VI - X, HI - X.

*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 31.03.2012 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 inter-change 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.

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

The candidate in the Unreserved / General Category should have completed as on **01.08.2011**, 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.

## **7: ELIGIBILITY CRITERIA (As on 01.08.2011):**

### **(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 and 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 **01.08.2011**.

**(iv) Educational Qualifications (as on 01.08.2011):**

The candidate should possess the following minimum qualifications as on **01.08.2011**.

1. Candidates should have scored minimum cut off marks in the Common Written Examination conducted by IBPS and should be holding a valid score card issued by IBPS.

Minimum cut off marks - **Total Weighted Standard Score** (state wise and category wise) are as under:

STATE	SC	ST	OBC	UR	PWD (OC/VC/HI)	EX- SERVICEMEN
ANDHRA PRADESH	161	151	170	173	105	105
ASSAM	-	143	145	157		
ARUNACHAL PRADESH	-	-	-	136		
ANDAMAN	-	-	120	-		
BIHAR	173	164	180	183		
CHATTISGARH	154	138	167	167		
DELHI	156	139	159	171		
GOA	-	107	136	148		
GUJARAT	-	150	167	177		
HARYANA	156	-	165	176		
HIMACHAL PRADESH	-	-	169	182		
JHARKHAND	166	158	183	184		
JAMMU & KASHMIR	-	127	-	174		
KERALA	-	127	165	176		
KARNATAKA	138	122	145	151		
MADHYA PRADESH	156	132	170	173		
MAHARASHTRA	160	105	156	164		
MEGHALAYA	-	-	109	-		
MIZORAM	-	135	-	135		
ORISSA	164	154	179	182		
PUNJAB	149	-	154	172		
RAJASTHAN	163	160	175	180		
SIKKIM	-	-	-	146		
TAMIL NADU	145	-	152	152		
TRIPURA	-	120	-	162		
UTTAR PRADESH	147	133	156	166		
UTTARAKHAND	166	155	169	179		
WEST BENGAL	-	154	163	181		

2. A Graduate Degree in any discipline 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, any of the examinations recognized by the Government as equivalent of the Civil Examination of Graduation.)

3. Should know to Read, Write & Speak the **Official** Language of the State / Union Territory for which s/he applies.

Candidates should note that merely being eligible to apply for the post will not necessarily ensure that the candidate will be called for the Interview process. From Among the candidates who have applied only those candidates who are shortlisted, State wise ,as per the criteria mentioned hereinabove i.e 3 times and 5 times of the declared state wise Vacancies will be called for the Interview.

**NOTE:**

---Candidates must specifically indicate the Class / Division obtained calculated to the nearest two decimals in the relevant column of the application. Where no percentage of Marks is awarded by the University, but only CGPA/ OGPA is awarded, the same should be converted into percentage, besides indicating the CGPA/ OGPA in the application.

---The result of the Qualifying examination i.e Graduation or Equivalent to Graduation, as the case may be, should have been awarded by the University on or before **01.08.2011**

---Candidates should have obtained the specified IBPS score in each test and in aggregate in the common written Examination. candidates should be able to produce the valid score card in support of the scores mentioned in the online application form if called for further selection processes such as Interview.

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) Mark sheet of 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

(b) UNIVERSITY FINAL DEGREE PASSING CERTIFICATE.

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

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.

## 8. 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.

## 9. SELECTION METHODOLOGY:

### 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 demeanor, behavior, communication skills, suitability for the post, etc. The minimum qualifying marks for the Personal Interview would be 50% marks (45% marks for Reserved Category Candidates). Candidates not clearing the Personal Interview will not be considered for final selection.

The short-listing of the candidates for Personal Interview will be made on the basis of the candidate's performance in the Written Test conducted by IBPS and the Total **Weighted Standard Score** obtained as per the valid Score Card Issued by IBPS.

Depending on the State wise number of vacancies, only those candidates who are Qualified in the Common Written Examination conducted by IBPS and possess a valid score card issued by IBPS and rank sufficiently high in the order of merit based on the total Weighted **Standard** Score 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). In other words, 3 General and 5 Reserved Category candidates against the vacancies stipulated for every State respectively would be called for the Personal interview depending upon their ranking as per the total Weighted Score obtained by them. The Bank reserves its right to call for the Interview candidates otherwise than in the above ratio at its sole discretion.

Candidates should note that merely being eligible to apply for the post will not necessarily ensure that the candidate will be called for the Interview process. From Among the candidates who have applied only those candidates who are shortlisted, State wise, as per the criteria mentioned hereinabove i.e 3 times and 5 times of the declared state wise Vacancies will be called for the Interview.

Candidates passing the **Personal** Interview will be ranked in a descending order on the basis of the **Total Weighted Standard** Score obtained in the Written Test conducted by IBPS and Personal Interview under the respective SC / ST / OBC / GEN Category.

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

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.

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.

#### 10: CENTRES FOR PERSONAL INTERVIEW :

The Personal Interview will be tentatively held at major centers of the country.

The intimation for the purpose of Interview etc. would be sent to the eligible candidates only through e-mail and SMS at the e-mail address, Mobile phone number given by them in the application form. A List of all such candidates' alongwith details such as date, time and venue of the Interview 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 . Kindly note that no other mode of communication pertaining to the Interview process other than mentioned above will be followed.

#### 11: Identity Verification :

The candidate should, while appearing for the Personal Interview produce for verification **in original** and submit photo copies if required, of the call letter, fee payment receipt, photo identity such as PAN Card/ Passport/ Driving License/ Voters Card/ Bank Passbook with photograph, **valid scorecard for CWE for clerical cadre-2011 issued by IBPS** and copy of the application, with photograph made to IBPS for the written examination. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Interview.

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 conveyed 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 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 INTERVIEW CENTRE FROM THAT INDICATED BY THE CANDIDATE IN HIS / HER APPLICATION FORM SHALL NOT BE PERMITTED & / OR ENTERTAINED.

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

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

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.

**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 - 2012 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.100.00
Others	Rs.20.00

- (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 2012" 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) The original of the Receipted Application Fee Payment Challan should be attached to the *System Generated Printed Application Form, to be submitted only at the time of the Personal Interview.*

**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 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.

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 every page before moving to the next page. 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 **bring in original and 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 original "Fee Payment Challan", 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 (7) **valid Score card for CWE for Clerks-2011.**
- (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 01.04.2012 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

*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, 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 2011-2012, i.e., as of 31.03.2012. 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 2011-2012 i.e., before 31.03.2012, 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 centers 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.
- (m) 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 the Common Written Examination conducted by IBPS 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 [for CWE for Clerks held in November-December 2011](#). 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 Interviews. Candidates desirous of changing their communication address at any time after the conclusion of the written examination interview 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) 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. Candidates should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE conducted in November/ December 2011) is kept active during the currency of a recruitment project. Bank may send call letters for Group Discussion/ Interview etc. to the registered 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 19.06.2012 and 03.07.2012 (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' and on the Home Page under the link "Careers", access the Recruitment Notification entitled "UNION BANK RECRUITMENT PROJECT - 2012-CLERK.
- (ii) Print the Recruitment Notification and the Recruitment Application Fee Payment Challan and make payment of the prescribed Application Fee after the

opening date of payment of application fee and before the closing date of payment of application fee (wherever applicable) at any Union Bank of India Branch, as spelt out under "PAYMENT OF NON-REFUNDABLE APPLICATION FEE".

- (iii) After making Payment of the Application Fees re-visit the Bank's Website and the Recruitment Notification.
- (iv) **CLICK ON LINK "ON-LINE APPLICATION FOR" CLERK " to open up the appropriate On-Line Application Form Format.**
- (v) The online registration process will be as follows:

(1) a login page will first be displayed where candidates have to enter their credentials i.e. Registration Number or Roll No. and Password.

(2) If the candidate has qualified in the Common Written Examination the online application form will subsequently be displayed where the candidate may only enter his Name, fee payment details and update his educational qualifications, languages known etc. The data in the other fields such as the scores obtained in the examination etc. will be automatically displayed on the screen to the candidate.

(3) After the candidate enters the requisite details, verifies and submits the online application form, a printout of the online application form is generated by the system. **There is no provision for candidates to edit the application details after submission.** Candidates may take a printout of the same and produce it along with the other requisite documents if shortlisted for further selection processes.

**16. LAST DATE FOR SUBMISSION / RECEIPT OF ON-LINE APPLICATION FORM:  
03.07.2012**

The Last Date for making payment of Application Fees at any Union Bank of India Branch (prior to applying on-line) is **03.07.2012**

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 TO 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 (HR)**

BANK'S VOUCHER							APPLICANT'S COUNTERFOIL																														
																																					
<b>UNION BANK RECRUITMENT PROJECT –Clerk 2012</b>							<b>UNION BANK RECRUITMENT PROJECT – Clerk 2012</b>																														
<b>RECRUITMENT APPLICATION FEES PAYMENT CHALLAN</b> OPENING DATE OF MAKING PAYMENT : _____ CLOSING DATE OF MAKING PAYMENT: _____							<b>RECRUITMENT APPLICATION FEES PAYMENT CHALLAN</b> OPENING DATE OF MAKING PAYMENT : _____ CLOSING DATE OF MAKING PAYMENT: _____																														
<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							PAYMENT DATE																														
<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> </table>							D	D	M	M	Y	Y					1	2	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> </table>							D	D	M	M	Y	Y					1	2
D	D	M	M	Y	Y																																
				1	2																																
D	D	M	M	Y	Y																																
				1	2																																
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/PWD /XSM OTHERS																														
APPLICATION FEE ( ) Rs.20.00 Rs.100.00							APPLICATION FEE ( ) Rs.20.00 Rs.100.00																														
* APPLICANT'S FULL NAME in BLOCK LETTERS: ( ) Mr. / Mrs. / Ms. _____							* APPLICANT'S FULL NAME in BLOCK LETTERS: ( ) Mr. / Mrs. / Ms. _____																														
IBPS ROLL No. _____							IBPS ROLL No. _____																														
IBPS REGISTRATION No. _____							IBPS REGISTRATION No. _____																														
<b>* Applicant's Name on this Payment Challan &amp; on the On-Line Application Form SHOULD BE THE SAME.</b>							<b>* Applicant's Name on this Payment Challan &amp; on the On-Line Application Form SHOULD BE THE SAME.</b>																														
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.																														

**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;

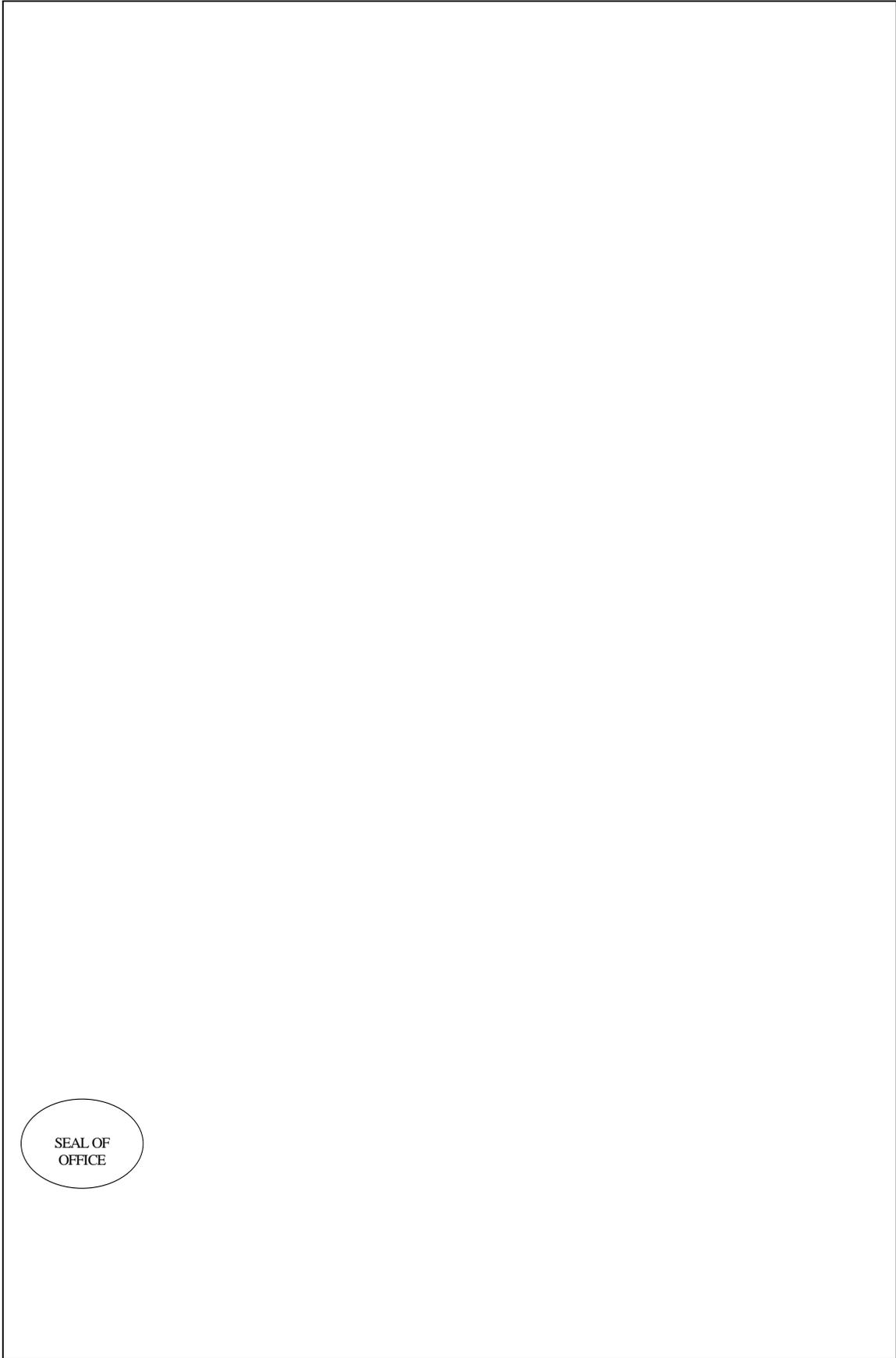
\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

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

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

...2...





SEAL OF  
OFFICE

...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.

NAME & ADDRESS OF THE INSTITUTE /  
CERTIFICATE NO. \_\_\_\_\_

HOSPITAL  
DATE \_\_\_\_\_

**DISABILITY CERTIFICATE**

**Recent Photograph of the  
candidate showing the disability  
duly attested by the Chairperson of  
the Medical Board**

This is certified that Shri / Smt / Kum \_\_\_\_\_ son / wife  
/ daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex  
\_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent  
disability of following category:

**A. Locomotor or Cerebral Palsy:**

- (i) BL- Both legs affected but not arms.
- (ii) BA – Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL – One leg affected (right or left)
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (v) OA – One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (vi) BH – Stiff back and hips (Cannot sit or stoop)
- (vii) MW – Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B – Blind
- (ii) PB – Partially Blind

**C. Hearing Impairment:**

- (i) D – Deaf
  - (ii) PD – Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non – progressive / likely to improve / not likely to improve.  
Re-assessment of this case is not recommended after period of \_\_\_\_\_ years  
\_\_\_\_\_ months\*.

(\* Strike out which is not applicable)

3. Percentage of disability in his / her case is \_\_\_\_\_ percent.

4. Shri / Smt/ Kum \_\_\_\_\_ meets the following physical requirements discharge of his / her duties:-

i	F – can perform work by manipulating with fingers	Yes / No
ii	PP – can perform work by pulling and pushing	Yes / No
iii	L – can perform work by lifting	Yes / No
iv	KC – can perform work by kneeling and crouching	Yes / No
v	B – can perform work by bending	Yes / No
Vi	S – can perform work by sitting	Yes / No
Vii	ST – can perform work by standing	Yes / No
Viii	W – can perform work by walking	Yes / No
Ix	SE – can perform work by seeing	Yes / No
X	H – can perform work by hearing / speaking	Yes / No
xi	RW – can perform work by reading and writing	Yes / No

(Signature)	(Signature)	(Signature)
Dr. (Name)	Dr. (Name)	Dr. (Name)
Member	Member	Chairperson
Medical Board	Medical Board	Medical Board
(Seal)	(Seal)	(Seal)

**Countersigned by**

(Signature / Thumb Impression of the Patient)	(Signature)
(Name of the Patient)	Dr. (Name)
	Medical Superintendent / CMO / Head of Hospital
	(Seal)