

UNION BANK RECRUITMENT PROJECT 2011--CRE - RECRUITMENT NOTIFICATION

Union Bank of India, Leading Pan-India Listed Public Sector Bank, with Head Office in Mumbai, invites Online applications to fill in 370 Post of Customer Relationship Executive on contract basis.

[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 APPLICATION FEES (*Rs.300/- for General & OBC Category Candidates and Rs. 50/- for others as postage charges .*)

AT ANY UNION BANK OF INDIA BRANCH ACROSS INDIA

[Print this Entire Notification. APPLICATION FEE PAYMENT CHALLAN on Page 22 of this Notification.]

OPENING DATE for making ON-LINE Applications after Payment of Fees : **04.10.2011**
[Choose Link to appropriate On-Line Application Form, available on the Banks website.]

LAST DATE FOR MAKING ON-LINE APPLICATION : **24.10.2011**

TENTATIVE DATE OF WRITTEN/ONLINE EXAMINATION: **11.12.2011**
(IF REQUIRED)

[BEFORE APPLYING, PLEASE ENSURE YOU FULFIL ALL TERMS & CONDITIONS CONTAINED HEREIN]

1: NAME OF THE POST:

POST CODE	POST	NO. OF VACANCIES	AGE # (As on 04.10.2011)
01	Customer Relationship Executive (on contract)	370	Min – 21 & Max – 30 years

Relaxation for Reserved (SC / ST / OBC/XSM/PWD) Category as per Para 4.

The selection process may involve written Test (ONLINE OR OFFLINE) & or Group Discussion & or a Personal Interview. **The Bank reserves the absolute right to decide as to whether to hold all or any of the modes of Written Test (ONLINE OR OFFLINE)& / 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.**

❖ **MULTIPLE APPLICATIONS WILL NOT BE ALLOWED. A candidate may submit ONLY ONE ON-LINE APPLICATION. MULTIPLE APPLICATIONS WILL BE SUMMARILY REJECTED.**

2: ABBREVIATIONS & DEFINITIONS:

1. Category of Persons:

- SC** – Scheduled Caste; **ST** – Scheduled Tribe;
OBC – Other Backward Classes; **XSM** - Ex-Servicemen
PWD – Person with Disability: **OC**-- Orthopaedically Challenged.
VI – Visually Impaired (Blind / Partially Blind / Low Vision).
HI -- Hearing Impaired.

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 Impaired (VI):**

(a) **Visually Impaired** refers to a person who suffers 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, 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. **Use of a Scribe / Paper Writer:**

A **SCRIBE / PAPER WRITER**, to write the written test / examination, on behalf of a **Visually Impaired (VI) [Blind] candidate**, and candidates whose writing speed is affected by Cerebral Palsy may be used. 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 he / she assists in writing for the post of Specialist Officers he / she should be from an academic discipline / stream different from that of the candidate.
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.

3: Reservation in Posts:

Reservation in posts for different categories of persons is as under:

S.No.	SC	ST	OBC	UR	TOTAL POSTS	Within which PWD		
						VI	HI	OC
1	55	31	100	184	370	5	5	5

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 General).

- (a) Reservation in posts for different categories of persons, including backlog under the respective reservation categories is as indicated above .

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)

- (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 format "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 contain the "NON-CREAMY LAYER CLAUSE" based on the Income for the Financial Year ending 31.03.2011. Candidates not producing the above certificate will not be considered under the OBC Category and their applications will be rejected.
- (c) In case of non-availability of reserved candidates, the Bank reserves its right to interchange these categories as per Government Directives.
- (d) 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.
- (e) 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 Minimum & Maximum Age, Including the Age with Relaxation ,will be reckoned as of Relaxation in the Upper Age Limit for Reserved Category, will be available as follows:

- Scheduled Caste / Scheduled Tribe candidates by 5 years.
- 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; 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) In the case of Ex-Servicemen and Commissioned Officers, including ECO's/SSCO'S who have rendered at least 5 years military service and have been released on completion of assignment (Including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid, by 5 years for selection through written test & interview and by 3 years plus period of service in armed forces for selection through interview only, subject to his not exceeding the age of 50 years.

5: Eligibility Criteria: (as on 04.10.2011)

(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 01.01.1962 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.

Educational Qualifications & Post-Qualification Work Experience (as on 04.10.2011) :

The Educational Qualifications prescribed for the post is the **MINIMUM**. Candidates must possess these qualifications as on **(04.10.2011) inclusive**.

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 (CONVOCATION) CERTIFICATE**. (Provisional Degree Passing Certificate will be accepted only in case of those candidates who have passed the Degree Final Examination during the last 1 year, i.e., after the academic year 2010-2011 and the University has not conferred the Degree on the applicant) (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 is for 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 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. Duration of the Contract:

It is proposed to limit the contract term initially for a period of Two years, to be reviewed/renewed for further stints of Two years each based on the performance of individuals.

7. Age:

The Officers to be selected should be aged, minimum 21 years and maximum 30 years, subject to relaxation as per reservation policy.

8. Qualifications: (as on 04.10.2011)

The candidates are required to be Graduates in either Arts/Science or Commerce with 60% marks in the final year of Degree course. (55% for Reserved Category candidates ie SC/ST/OBC/PWD).

AND

Should be an MBA/Post Graduate Diploma in Management from a Institution having approval of AICTE.

Applicants with IRDA and AMFI certifications will be given preference.

9. Soft Skills:

Candidates with good communication skills, pleasant manners and convincing abilities with creative bent of mind and drive will be preferred

10. Selection Process:

A committee consisting of a General Manager assisted by a Dy.Gen.Manager and an Asst.Gen.Manager to be appointed by the Chairman & Managing Director shall call the short-listed candidates for a Group Discussion followed by a Personal Interview. If large

number of applications is received in response to the Bank's Advertisement, the Bank may hold a preliminary written test (ONLINE/OFFLINE) to shortlist candidates, based on merit in the test, for a Group Discussion followed by a Personal Interview.

11. Remuneration:

The 'CRE' will be paid Remuneration on monthly basis, bifurcated into a Fixed component and a Variable component linked to performance in the laid down parameters. The fixed Remuneration will be Rs.20000/- Per month as Cost to the Company, consisting of the following components.

Basic Pay	Rs. 15000/-
HRA	Rs. 2500/-
Conveyance	Rs. 1500/-
Medical Aid	Rs. 1000/-

Besides, CRE will be paid Variable Pay as under:

- (a) On achieving Minimum Effective Premium Income (EPI) of Rs. 5 lac and above but below Rs. 7.5 lac per month, Variable pay will be 2% of EPI above Rs. 5 lac.
- (b) On achieving EPI above Rs. 7.5 lac per month, Variable pay will be 2% of EPI between Rs. 5 lac to Rs. 7.5 Lac and 3% of EPI above Rs. 7.5 lac.

OR

- (c) On achieving Minimum Equity MF Mobilisation of Rs. 100 lac and above but below Rs. 200 lac per month, variable pay will be 0.10% of the mobilisation above Rs. 100 Lacs.
- (d) For Equity MF mobilisation of over Rs. 200 lac per month, variable pay will be 0.10 % of mobilisation between Rs. 100 lac to Rs. 200 lac and 0.15% of the mobilisation above Rs. 200 lac.

To facilitate Business Development the CRE will be reimbursed (a) Telephone / Mobile Cell Phone (Air time / Call charges) to the extent of Rs.2000.00 per month on submission of Telephone / Post-paid Mobile Bills in his name.

However they will not be entitled for any other Allowances, Advances, Reimbursements, Service and Retirement Benefits, except Leave, which can be availed @ one day for every completed month. Any other leave shall be treated on Loss of Pay affecting only the fixed component of the above proposed Remuneration.

-- Applicable Income Tax shall be deducted as per provisions.

--Any other Tax applicable to contract appointees shall be deducted as per Govt. guidelines.

12. Minimum Threshold Business:

(a) CRE - Insurance Business: The CRE will have to achieve minimum target premium of Rs. 5.00 lacs per month i.e. EPI of 60 lac per year. In case the Investment Officer fails to achieve premium of Rs 15 lacs per Quarter for two consecutive quarters, his/her appointment will cease to continue.

(b) CRE - Mutual Fund Business: The CRE will have to achieve minimum Equity MF Mobilisation of Rs. 100 Lac per month i.e. minimum Rs. 12 crore Equity MF mobilisation per year. In case the Investment Officer fails to achieve Rs. 300 Lacs equity mobilisation per Quarter for two consecutive quarters, his/her appointment will cease to continue.

13. Termination of Contract:

The Bank will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days notice or on payment of fixed Component Compensation equivalent to Rs. 20000/- being equivalent to one Month's fixed component of the compensation in lieu of such Notice.

In case the CRE desires to terminate the contract before the expiry of the contractual period of one year, he will have to give to the Bank clear one month's notice or make payment of Rs. 20000/- being equivalent to one Month's fixed component of the compensation in lieu of such Notice.

In case the Bank decides to hold a written examination the following procedure will be followed.

(1) All applicants will be administered a Written Test (ONLINE /OFFLINE), without verification of their age or qualification, or category or any other eligibility criteria with relevance to documents, and will be on purely provisional basis, on the strength of the information provided by them in the Application. The candidates must, therefore, ensure that they fulfill all the eligibility criteria, in his / her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the 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 GD/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 GD/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 Group discussion , Personal Interview will be made on the basis of the candidate's performance in a Written Test spelt out in Para 14(I)(A) of this Notification.

(a) The candidate shall be required to qualify in each Objective Test spelt out in Para 10(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. . **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*

(b) 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.

(c) 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 Group discussion and if qualified in the group discussion 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, for every single post, 3 General and 5 Reserved Category candidates against the vacancies stipulated respectively would be called for the Personal interview depending upon their ranking as per the marks obtained by them. The Bank reserves its right to call for the Interview candidates otherwise than in the above ratio at its sole discretion.

(d) Candidates passing the Written Test, Group discussion 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 & Personal Interview under the respective SC / ST / OBC.

(e) Subject to the vacancies available under the respective Category, only those candidates who pass both the Written Test, group discussion 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.

(3) 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.

(4) 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.

14 (I). WRITTEN EXAMINATION / TEST:

(A) Objective Test – 250 Questions - 250 Marks (Duration : Composite 165 Minutes)

Sr. No.	Name of the Test Paper	No. of Questions & Marks
1.	Test of Reasoning	50 questions carrying 50 marks.
2.	Test of Quantitative Aptitude	50 questions carrying 50 marks.
3.	Test of General Awareness with special reference to Banking Industry	50 questions carrying 50 marks.
4.	Test of English Language **	**50 questions carrying 50 marks.
5	Test of Computer Knowledge	50 questions carrying 50 marks.

Composite 2 Hours & 45 Minutes Duration	250 questions carrying 250 marks.
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The candidate shall be required to qualify in each of the above Objective Test as per Cut-Off Marks determined on the basis of the 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 Bank However reserves the right to lower the minimum qualifying marks determined on the performance in the written 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.

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

14 (II): GROUP DISCUSSION

A Group Discussion shall carry 50 marks and shall be conducted to assess the candidate's presentation skills, leadership qualities, inter-personal qualities, team spirit, etc. The minimum qualifying marks for the Group Discussion would be 50% marks (45% for Reserved Category Candidates) .

14.(III): 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, extracurricular activities, hobbies, general demeanor, behavior, communication skills, etc. The minimum qualifying marks for the Personal Interview would be 50% marks (45% marks for Reserved Category Candidates).

The marks obtained in the Objective Test will be added to the Marks obtained in the Interview Marks, and marks obtained in the Group Discussion, if held, for final Merit Ranking.

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.

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

The Written Examination will be held online/offline tentatively on 11.12.2011. The full address of the Examination Venue at the Examination Centre will be advised in the Examination Call Letters. Candidates may download their call letters from the Bank's website 'www.unionbankofindia.co.in' and on the Home Page open the link "Careers" after 28.11.2011

REQUEST FOR CHANGE OF THE EXAMINATION 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 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 ARE REQUIRED TO SUBMIT THE EXAMINATION CALL LETTER, WITH THEIR PHOTOGRAPH DULY PASTED THEREON, WHILE APPEARING FOR THE WRITTEN EXAMINATION. CANDIDATES FAILING TO ADHERE TO THESE INSTRUCTIONS WILL NOT BE PERMITTED TO APPEAR FOR THE WRITTEN EXAMINATION.

Identity Verification :

The candidate should , in the examination hall produce for verification to the Invigilator and submit photo copies if required, the original call letter, fee payment receipt, photo identity such as PAN Card/ Passport/ Driving Licence/ Voters Card/ Bank Passbook with photograph. The candidates' identity will be verified with respect to his /her details on the call letter and in the attendance list. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the written examination/ Group discussion/ Interview.

16: 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 / Group Discussion / 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 Group Discussion / 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 analyzing 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.

17 : PAYMENT OF NON-REFUNDABLE APPLICATION FEE & POSTAGE CHARGES:

- (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 - 2011-CRE".
- (3) Take a Print of the entire Recruitment Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN' on Page 18 below.
- (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 .	Rs.50.00

- (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 "**ON-LINE APPLICATION FOR CRE open up the appropriate On-Line Application Form Format.**"
- (8) 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 Challan should be attached to the System Generated Printed Application Form, which will have 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 FULFILLS EACH OF THE ELIGIBILITY CRITERIA AND OTHER NORMS, INCLUDING SUBMISSION OF DOCUMENTS, AS MENTIONED IN THIS NOTIFICATION.

18: GENERAL INSTRUCTIONS:

- (a) **CANDIDATES ARE REQUIRED TO APPLY "ON-LINE" ONLY from to THROUGH THE LINK HOSTED ON THE BANK'S WEBSITE WHICH WILL LEAD THEM TO THE ON-LINE APPLICATION FORM (Refer Para No.21) 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 for the post.** MULTIPLE APPLICATIONS WILL BE SUMMARILY 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) After submitting the On-Line Application Form, 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 may be kept ready for submission to the Bank, along with one set of photocopies of documents listed in (c), (d), (e) & (f) below, only when invited for the Personal Interview.** The second Print-out of the Application Form may be kept by the candidate for his record.
- (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, 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 Convocation Certificate(s) (Provision Passing Certificate only in case of those who have passed the relevant examination during the year 2007, (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 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 19(ii)], **clearly indicating the Nature & Quantum (Percentage) of Disability.**

(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 after this Notification, 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 which has been given at the end of this Notification for use, if necessary.**

(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 2010-2011* i.e., as of 31.03.2011. The prescribed format of the OBC Certificate with 'Non-Creamy Layer Clause' is available on the Bank's Website .**

As Candidates have sufficient time to download, print and use the Format given in this Notification to obtain the OBC Certificate with the Creamy Layer Clause as of 31.03.2011 and submit it at the time of the Personal Interview, OBC CERTIFICATES NOT IN THE PRESCRIBED FORMATS AND / OR NOT CONTAINING THE "NON-CREAMY LAYER CLAUSE" BASED ON FINANCIAL YEAR PRIOR TO 2010-2011 i.e., before 31.03.2011, 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.

(g) Candidates serving in Government / Public Sector Undertaking (including Banks & Financial Institutions) should submit a "No Objection Certificate" from the employer, at the time of the Personal Interview.

(h) Candidates claiming to have work experience should ensure that they submit 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., 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.
- (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.
- (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 instruments. Candidates are advised not to bring such gadgets to the examination venue as these will not be allowed inside the venue.
- (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 their Written Examination and (3) who are short-listed for appearing in the Group Discussion and Personal Interview and on the basis of their overall performance in the Written Test, Group Discussion 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 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.
- (n) Candidates should ensure that they produce for Bank's verification at the time of the Personal Interview the ORIGINALS of 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 and he / she being declared medically fit as per the requirement of the Bank. Further, such appointment will also be subject to his / her receiving satisfactory references from respectable referees, police verification of antecedents, caste / class verification (all or any of which may be done even after the candidate provisionally joins the Bank but before his confirmation in the Bank's service), and compliance of the rules and regulations 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.
- (r) Bank Officers are liable to be posted anywhere in India. Hence, only those candidates willing to serve in any Branch / Office located in the above mentioned regions need apply.
- (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) The selected candidates will have to abide by the code of conduct which will be conveyed to them at the time of joining.

19 : 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 / 1st 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.

20 : 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. No other means/ mode of application will be acceptable.

A Candidate can submit ONLY ONE ON-LINE APPLICATION which can be made between and (both days inclusive).

(C) Candidates should Scan their photograph and Signature ensuring that both the photograph and signature are within the required specifications as given in the Annexure I . The candidate should also 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 –CRE 2011.
- (ii) Print the Recruitment Notification and the Recruitment Application Fee Payment Challan (On Page 19) and make payment of the prescribed Application Fee at any Union Bank of India Branch, as spelt out under **"PAYMENT OF NON-REFUNDABLE APPLICATION FEE & POSTAGE CHARGES"** in Para 17 above **from and 04.10.2011 to 24.10.2011**
- (iii) After making Payment of the Application Fees re-visit the Bank's Website and the Recruitment Notification
- (iv) **CLICK ON THE APPROPRIATE ALONGSIDE LINK "ON-LINE APPLICATION FOR OFFICERS-CRE 2011 to open up the appropriate On-Line Application Form Format.**
- (v) **Upload their photograph and signature as per the specifications given in Annexure I.**
- (vi) Fill in On-Line the required details in the **Correct Application Form** and **SUBMIT the On-Line Application electronically NOT LATER THAN 24.10.2011**
- (vii) There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in the online application if any. This modification facility will be available after two days of registration and upto **26.10.2011**. Modification will be allowed only three times. After the last date i.e. **26.10.2011**, no modification will be permitted.

- (viii) Make a note of the allotted System Generated Application Registration Number and Password.
- (ix) After applying On-Line, take two (2) Print-Outs of the duly filled in Computerised System Generated Application Form.
- (x) The Candidate is required to download a copy 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.

17 : LAST DATE FOR SUBMISSION / RECEIPT OF ON-LINE APPLICATIONS & FORMS :

- (a) The Last Date for **making payment of Application Fees at any Union Bank of India Branch (prior to applying on-line)** is **24.10.2011** .
- (b) The Last Date for **applying On-Line** is **24.10.2011**.

The Printed copy of the System Generated Application Form , Photocopy of the Recruitment Application Fee Payment Challan and one set of photocopies of the specified Documents SHOULD NOT BE SUBMITTED at the time of making the Application.

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, BUT TO AVAIL THEMSELVES OF THE OPPORTUNITY OF A LARGE TIME SPAN AFFORDED FOR APPLYING MUCH BEFORE THE CLOSING DATE.

Sd/-

MUMBAI, 09.09.2011

GENERAL MANAGER (P & HR)

Annexure I**Guidelines for scanning and Upload of Photograph & Signature**

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

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no hard shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must be not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20 kb - 50 kb
- Ensure that the size of the scanned image is not more than 50 kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The application has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10 kb - 20 kb
- Ensure that the size of the scanned image is not more than 20 kb

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is :image 01.jpg or image 01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MS Office can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.



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

Procedure for Uploading the Photograph and Signature

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

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

- (1) In case the case in the photograph or signature is unclear the candidate's application may be rejected.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.

BANK'S VOUCHER												APPLICANT'S COUNTERFOIL											
																							
UNION BANK RECRUITMENT PROJECT - 2011-CRE												UNION BANK RECRUITMENT PROJECT - 2011-CRE											
RECRUITMENT APPLICATION FEES PAYMENT CHALLAN												RECRUITMENT APPLICATION FEES PAYMENT CHALLAN											
For Branch Office Use												For Branch Office Use											
Branch Name												Branch Name											
Branch SOL ID												Branch SOL ID											
Credit to A/c. No.				37890 101 0036586								Credit to A/c. No.				37890 101 0036586							
PAYMENT DATE				D D M M Y Y 1 1								PAYMENT DATE				D D M M Y Y 1 1							
TRANS ID												TRANS ID											
To be filled in by the Applicant												To be filled in by the Applicant											
CATEGORY		()		SC/ST/PW D/XSM				OTHERS				CATEGORY		()		SC/ST/PW D/XSM				OTHERS			
APPLICATION FEE		()		50.00				Rs.300.00				APPLICATION FEE		()		50.00				Rs.300.00			
* APPLICANT'S FULL NAME in BLOCK LETTERS: () Mr. / Mrs. / Ms. _____ _____ _____ _____ _____												* APPLICANT'S FULL NAME in BLOCK LETTERS: () Mr. / Mrs. / Ms. _____ _____ _____ _____ _____											
* 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. 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.												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. 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 Certificate as prescribed in M.H.A., OM.No.42/21/49-N.G.S., dated 28.01.1952 as revised in Dept. of Per. & A.R., Letter No.36012/6/76-Estt.(S.C.T.) dated 29.10.1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of the claim.

FORM OF 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:					
<p>The Constitution (Scheduled Castes) Order, 1950.</p> <p>*The Constitution (Scheduled Tribes) Order, 1950.</p> <p>*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.</p> <p>*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.</p> <p>[(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.]</p> <p>*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;</p> <p>*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes & Scheduled Tribes Orders (Amendment) Act, 1976;</p> <p>*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;</p> <p>*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;</p> <p>*The Constitution (Pondicherry) Scheduled Castes Order, 1964;</p> <p>*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;</p> <p>*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;</p> <p>The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;</p> <p>*The Constitution (Nagaland) Scheduled Tribes Order, 1970;</p> <p>*The Constitution (Sikkim) Scheduled Castes Order, 1978;</p> <p>*The Constitution (Sikkim) Scheduled Castes Tribes, 1978;</p> <p>*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;</p> <p>*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;</p> <p>*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;</p> <p>*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.</p> <p style="text-align: center;">...2...</p>					

...2...

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.**

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.**

FORMAT OF OBC CERTIFICATE TO BE SUBMITTED BY OBC APPLICANTS



...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 / HOSPITAL

CERTIFICATE NO. _____ 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)