



UCO BANK

Head Office, Human Resource Management Department  
10, B.T.M. Sarani, Kolkata 700001

Advt. No- OLO Project1/2012-13

**Recruitment of 19 Official Language Officers in JMGS-I in Specialist Cadre**

**UCO Bank**, a leading Public Sector Bank, invites **CONSENT FOR PARTICIPATION IN INTERVIEW PROCESS** for the post of Official Language Officers in Junior Management Grade Scale-I from candidates who have taken the Common Written Examination (CWE) for Specialist Officers conducted by IBPS in March, 2012. Candidates should have a Valid Score Card issued by IBPS, Mumbai and should meet the eligibility criteria as mentioned in the given Advertisement.

Particulars	Scheduled Dates
Last date of submission of Consent for participation in Interview Process	09.06.2012
Tentative date of Interview	June, 2012

**DETAILS OF VACANCIES:**

Post	Scale	No. of Vacancies				
		TOTAL	SC	ST	OBC	GEN
Official Language Officers	JMGS – I	19	2	2	4 (Out of which 1 for MC)	11

**Abbreviations used:**

SC - Scheduled Caste  
GEN - General Category

ST - Scheduled Tribe  
MC- Minority Community

OBC - Other Backward Classes

**SCALE OF PAY:** ₹ 14500-600/7-18700-700/2-20100-800/7-25700

**Selected Candidates** will be placed at the initial stage of pay scale. DA, HRA, CCA will be paid as per rules in force from time to time depending upon the place of posting. Medical, LTC, Terminal Benefits etc. will be as per prevailing rules.

**PROBATION PERIOD:** Selected candidates will be put on probation for a period of 2 years.

**Confirmation:** The confirmation of the newly recruited Official Language Officers will be subject to satisfactory completion of two years probation period.

**Note:** The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

**1. ELIGIBILITY CRITERIA: NATIONALITY/ CITIZENSHIP:**

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 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 Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to Interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

**2. ELIGIBILITY CRITERIA AS ON 01.12.2011 FOR THE ABOVE POST IS PRESCRIBED AS UNDER:**

Age	Minimum Educational Qualification	IBPS Score (as per valid IBPS Score Card)
Minimum: 20 yrs Maximum: 35 yrs	A Post Graduate Degree in Hindi with English as a subject at the degree level OR a Post Graduate Degree in Sanskrit with English and Hindi as subjects at the degree level.	Candidates who have cleared CWE for Specialist Officer-2012 and have Valid Score Card issued by IBPS, Mumbai

Before sending their Consent, candidates are advised to ensure that they fulfill the stipulated eligibility criteria for the post.

**Note:**

1. Degrees obtained from the recognised Universities/Institutes recognised by the Govt. of India only will be considered.
2. The educational qualification prescribed for the post is the minimum.
3. The result of the qualifying examination should have been announced by the University on or before **01.12.2011**.
4. Candidates should have cleared the CWE for Specialist Officers in 2012. Candidates should be able to produce the Valid Score Card if called for Interview.

**3. RELAXATION IN UPPER AGE LIMIT:**

Sr. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates ( Under Non-Creamy Layer Category)	3 years
iii)	Persons with Disability	10 years
iv)	In the case of ex-servicemen-commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) 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 invalidment, by 5 years, subject to ceiling as per Government guidelines.	5 years
v)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
vi)	Persons affected by 1984 riots	5 years
vii)	Employees of UCO Bank	5 years

**Note:**

- a) In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.
- b) The candidates eligible for age relaxation under 3 (v) above must produce the Domicile Certificate at the time of Interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1<sup>st</sup> Jan. 1980 and the 31<sup>st</sup> day of December 1989.

4. **RESERVATIONS:** Reservation for SC/ST/OBC candidates will be provided as per Government guidelines.

5. **THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:**

(a) **For SC/ST/OBC:**

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) **For Persons with Disabilities:**

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be.

6. **SELECTION PROCEDURE:**

Selection for the post of `Official Language Officer will be made on the basis of performance in CWE for Specialist Officers conducted by IBPS in March, 2012 and Interview.

7. **INTERVIEW:** The Bank will call the candidates for Interview, who have given their consent.

The total marks for Interview will be 75. Candidates will have to obtain 40% to qualify Interview. (35% marks for SC/ST/OBC candidates)

8. **INTERVIEW CENTRES:**

The Interview will be held at the selected centre(s) in the country depending upon the response, administrative feasibility, etc. Address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

**Note:** Request for change of Interview Centre shall **NOT** be entertained.

9. **GENERAL INSTRUCTIONS**

- (a) Before sending Consent for participation in Interview Process, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the interview,

selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Mere admission to the Written Test and/ or passing the test and being invited by the Bank for the 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 in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has 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) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as "Gen" or "Gen Persons With Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently should be submitted at the time of Interview. (i.e. OBC certificate should not be more than one year old as on the date of application submitted for this recruitment)
- (c) Persons With Disabilities claiming the benefit of age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for Interview at their own expense. However, unemployed eligible SC/ST outstationed candidates attending the Interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc. of any nature.
- (f) **Only candidates willing to serve anywhere in India should send their Consent.**
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (k) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (l) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Official Language Officers, recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job /theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.

- (m) All Candidates must submit the xerox copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, Score Card issued by IBPS etc. The candidates belonging to SC/ST/OBC/Persons With Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority as specified at Sr.No.05 in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- (n) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of Interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of Interview may lead to disqualification.

**Action against candidates found guilty of misconduct :**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

At the time of 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 Interview venue or taking away any documents from the venue  
**or**
- (iv) resorting to any irregular or improper means in connection with his/her candidature by selection  
**or**
- (v) Obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:

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

**10. HOW TO APPLY**

- (i) Candidates are required to send their Consent for participation in Interview Process to Bank's e-mail id: [ucorajbhasha2012@gmail.com](mailto:ucorajbhasha2012@gmail.com) by 09.06.2012 positively in the prescribed format (Annexure-1). No other means/ mode of Consent will be accepted.
- (ii) Candidates should ensure that their personal email ID (as specified in the online application form while applying for CWE for Specialist Officers conducted in March, 2012) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.
- (iii) The IBPS application print-out and required copies of documents should be kept ready for submission if shortlisted for Interview.

The applicant should sign and affix his/her photograph on such printout of IBPS application and keep the same ready for submission **if selected for Interview** along with copies of required documents mentioned below:

1. Valid IBPS Score Card for the stipulated examination
2. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
3. Attested copies of Mark sheets / certificates in support of Educational Qualification;
4. Caste / PWD any other related certificate as applicable.
5. Photo identity proof.

6. Copy of the online application submitted for CWE for recruitment of Specialist Officers in 19 PSBs

If selected for Interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement.

**11. CALL LETTERS FOR INTERVIEW**

Only those candidates who have met with the eligibility criteria & who have cleared their Common Written Examination for Specialist Officers of IBPS and submit their Consent for participation in Interview process will be intimated either by email (online) or by Speed Post. The names of candidates who are finally short-listed for interview will also be available on the Bank’s Website [www.ucobank.com](http://www.ucobank.com). Applicants are requested to keep track of the same by visiting Bank’s website from time to time. Similarly final selection result will be available on Bank’s website for candidates selected for appointment.

**Date: 30.05.2012**

**GENERAL MANAGER**  
**Human Resource Management & Personnel Services**