

**UNION BANK RECRUITMENT PROJECT 2019-20 (SPECIALIST OFFICERS)  
RECRUITMENT NOTIFICATION**

1. Union Bank of India (herein after called the Bank), a leading listed Public Sector Bank with Head Office in Mumbai and having Pan India, as well as, Overseas presence, invites On-line Applications for recruitment to the following posts in Specialized Segment.

POST CODE	POST	SCALE / GRADE	BASIC PAY SCALE*	VACANCIES**
01	Fire Officer	III	42020-1310/5-48570-1460/2-51490	1
02	Economist	III	42020-1310/5-48570-1460/2-51490	6
03	Security Officer	II	31705-1145/1-32850-1310/10-45950	19
04	Integrated Treasury Officer	I	23700 - 980/7- 30560 -1145/2 - 32850 - 1310/7 -42020	15
05	Credit Officer	I	23700 - 980/7- 30560 -1145/2 - 32850 - 1310/7 -42020	122
06	Forex Officer	I	23700 - 980/7- 30560 -1145/2 - 32850 - 1310/7 -42020	18

\*In addition, Special Allowance, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank. Further, the officer will also be eligible for amenities like residential quarters/lease rent in lieu of quarters, LFC, reimbursement of medical/hospitalization expenses and other perquisites as per the policy of the Bank.

\*\* The number of vacancies are tentative and can be changed at sole discretion of the Bank.

**Note:** The selected candidate can be posted at any Branch / Office of the Bank at sole discretion of the Bank. Hence, the candidates willing to work at any of the Branch / Office of the Bank need only apply.

The reservation in the above noted vacancies\*\* is as under:

Sr No	Post	Scale/ Grade	SC	ST	OBC	EWS	UR	Total	Within which for PWBs			
									VI	HI	OC	MoD
1	Fire Officer	MMGS - III	2	3	2	-	-	7	-	-	-	-
2	Economist											
3	Security Officer	MMGS - II	1	7	3	1	7	19	-	-	-	-
4	Integrated Treasury Officer	JMGS - I	32	17	46	15	45	155	3	1	5	3
5	Credit Officer											
6	Forex Officer											

*Note: This includes backlog vacancies of various reserved categories. The category wise breakup for the posts will be as per extant Govt. guidelines / Bank's rules. The Bank reserves its right to interchange the number of reserved vacancies in various categories as per Government Guidelines.*

## 2. SCHEDULE OF EVENTS:

Start Date for payment of fees / intimation charges and submitting the ON-LINE application.	12.03.2019, 00:00 Hrs
Last Date for payment of fees / intimation charges and submitting the ON-LINE application.	29.03.2019, 24:00 Hrs

**Note: Applicants are advised to apply only after carefully reading and understanding the contents of this notification.**

## 3. ELIGIBILITY CRITERIA:

Application can be made only for one of the following posts and the applicants intending to apply should ensure that they fulfill the eligibility criteria specified herein below before applying.

It should be noted that the eligibility criteria specified herein is the basic criteria for applying for the posts. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of interview and any subsequent stage of the recruitment process as required by the Bank. However, merely applying for / appearing for and/or qualifying at any stage of selection process for the post/s does not imply that a candidate will necessarily be eligible for employment / confer right on him / her for appointment in the Bank.

### (A) Nationality / Citizenship:

An applicant must either be

- (i) a citizen of India, or
- (ii) a subject of Nepal, or
- (iii) a subject of Bhutan, or
- (iv) a Tibetan refugee, who migrated 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 or Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii) / (iii) / (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India before the date of this notification.

### (B) Age, Educational Qualification and Post Qualification Work Experience:

#### **POSTCODE 01: 1 Vacancy of Fire Officer (MMGS-III)**

##### **Age:**

Minimum : 30 years

Maximum : 40 years

##### **Educational Qualifications:**

B.E (Fire Engineering) from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies /Divisional Officers course in National Fire Service College, Nagpur.

##### **Work Experience:**

Minimum 10 years as Fire Officer in Banking Industry/Fire Services with Central/State Government.

**POSTCODE 02: 6 Vacancies of Economist (MMGS-III)**

**Age:**

Minimum : 24 years

Maximum : 35 years

**Educational Qualifications:**

Post Graduate degree in Economics from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

**Note:** Preference will be given to candidates having hands on experience in econometric packages/other data sourcing tools like Reuters, Cogenesis.

Candidates should have excellent communication and writing skills.

**Post Qualification Work Experience:**

Minimum 3 years as an Economist or Analyst with Financial Institutions/Banks/NBFCs/Rating Agencies/Analytics Firm/Reputed Brokerage Agencies.

**POSTCODE 03: 19 Vacancies of Security Officer (MMGS-II)**

**Age:**

Minimum : 26 years

Maximum : 40 years

**Educational Qualifications:**

A graduate in any discipline from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

**Work Experience:**

Minimum 5 years experience as an officer in Indian Army not below the rank of Captain and its equivalent rank in Indian Navy, Indian Air Force with minimum 5 years of Commissioned services. Or an officer of equivalent rank and service in Police and Central Para Military forces / Central Police Organizations.

**POSTCODE 04: 15 Vacancies of Integrated Treasury Officers (JMGS-I)**

**Age:**

Minimum : 23 years

Maximum : 32 years

**Educational Qualifications:**

Graduate in any discipline and MBA / PGDM with specialization in Finance / Accounting / International Business / Trade Finance from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

**OR**

CA/ICWA/CFA/FRM from a University/Institution/Board recognized by Govt. of India / approved by Govt. Regulatory bodies.

**OR**

MA (Economics) / MS (Economics) / MFC from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

**POSTCODE 05: 122 Vacancies of Credit Officers (JMGS-I)**

**Age:**

Minimum : 23 years

Maximum : 32 years

**Educational Qualifications:**

Graduate in any discipline and MBA / PGDBA / PGDBM/ PGPM/ PGDM with specialization in Finance from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

**OR**

CA/ ICWA/ CFA/ FRM from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

**Note:**

Professional qualification like Financial Risk Management/Professional Risk Management will be preferred.

Candidates having specialization in Econometrics will be preferred.

Certificate in MS Access, SQL from Globally known organizations such as Microsoft, Cisco etc. or nationally known institute such as NIIT,CMS,APTECH etc. or institutions recognized by the Government/Government regulatory bodies will be preferred.

**POSTCODE 06: 18 Vacancies of Forex Officers (JMGS-I)**

**Age:**

Minimum : 23 years

Maximum : 32 years

**Educational Qualifications:**

Graduate in any discipline from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

**AND**

MBA / PGDBA / PGDBM/ PGPM/ PGDM with Specialization in Finance / International Business/Trade Finance from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory bodies.

Certificate Course in Forex conducted by IIBF will be preferred.

**Note:**

*MBA - Master of Business Administration*

*MS - Master of Science*

*MFC - Master of Finance & Control*

*PGDBA - Post Graduate Diploma in Business Administration*

*PGDBM - Post Graduate Diploma in Business Management*

*PGPM - Post Graduate Programme in Management*

*PGDM - Post Graduate Diploma in Management*

*CA - Chartered Accountant*

*ICWA - Institute of Cost & Works Accountants*

*CFA - Chartered Financial Analyst*

*FRM - Financial Risk Management*

In case of dual specializations, one of the fields of specialization should be in the field prescribed. In case of major/ minor specializations, major specialization should be in the stream prescribed. Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specializations are not eligible to apply.

**Cut-off dates for eligibility:**

- The Cut-off Date for the purpose of eligibility in **Age criteria** shall be the 1st day of the month in which online registration commences i.e 01.03.2019.
- The Cut-off date for the purpose of eligibility in respect of **Educational Qualification** shall be the last date for online registration as notified i.e. 29.03.2019. The date of passing the examination, which is reckoned for eligibility under the parameter of educational qualification, will be the date appearing on the mark sheet/passing certificate, whichever is earlier. The applicants should indicate the percentage calculated to the nearest two decimals in the online applications. Where CGPA (Cumulative Grade Point Average)/ SGPA (Semester Grade Point Average)/ OGPA (Overall Grade Point Average) are awarded, the same should be converted into percentage and indicated in the online application.
- Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- The cut-off date for Post qualification experience will be the last date of online registration given in this notification i.e. 29.03.2019. **Only full time experience as a permanent employee** after acquiring the educational qualification notified for eligibility will be considered. The candidate must provide the proof of the claimed work experience. The experience certificate(s) for the period given in the online application should be issued on the prescribed format (The prescribed format of Experience certificate is available as **Annexure-II** with this notification) under signatures of the Competent Authority at the Controlling Office / Head Office level of the respective employer/s, clearly stating the period, Post(s) held and nature of duties performed by the applicant. **The copies of the Appointment Letters, Salary Certificates, Pay slip etc. will not be accepted in lieu of Work Experience Certificate.** The applicant will not be allowed to participate in the process on the basis of Appointment Letters, Salary Certificates, Pay slip etc. His /Her candidature shall be cancelled at any stage, even after his / her selection / appointment in the services of the Bank on the basis of Appointment Letters, Salary Certificates, Pay slip etc.

**(C) Relaxation in upper age limit:**

SN	Category	Age
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons with Disability (PWD) - a. Blindness and low vision (VI); b. deaf and hard of hearing (HI); c. locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy (OC); d. autism, intellectual disability, specific learning disability and mental illness; e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities (MoD)	10 years

4	Ex-Servicemen, 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 date of notification) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
5	Persons ordinarily domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

**Note:** The relaxation in upper age limit to SC / ST / OBC applicants is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in point C (3) to C (6). However, it is subject to a maximum upper age limit of 50 years. The applicants, who are coming under creamy layer, are not entitled to the benefits of OBC reservation and such applicants should indicate their category in the online application as General / Unreserved.

(a) An Ex-servicemen, who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government job ceases.

There is no reservation for Ex-servicemen in the vacancies in Officers' Cadre.

#### (D) Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies reported to IBPS by Participating Organisations.

#### (i) Guidelines for Persons With Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic discipline different from the one stipulated for the post.

- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the selection process.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the online examination under this selection process. If violation of the above is detected at any stage of the process, candidature for selection process of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

#### (ii) Guidelines for candidates with locomotor disability and cerebral palsy

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

#### (iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

#### **4. PROBATION PERIOD:**

The selected candidates will be on Probation for a period of 2 years of active service from the date of his / her joining the Bank.

#### **5. SERVICE INDEMNITY BOND:**

The selected candidates will be required to execute a Service Indemnity Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of Rs.250000.00 (Rs.Two Lac Fifty Thousand Only) plus taxes as applicable as per Government rules in case he / she leaves the Bank before completion of 3 years of active service.

#### **6. SELECTION PROCESS:**

The selection process may comprise of Online Examination / Group Discussion (if conducted) and / or Personal Interview. The Bank reserves the absolute right to decide as to whether to use all or any of these modes for selection for the notified posts.

**(a) Online Examination / Test:**

The structure of the Online Written Examination, if conducted, will be online and will consist of the following tests:

SN	Name of the Tests	No. of Questions and Maximum Marks
1.	Reasoning	50 multiple choice questions carrying a total of 25 marks
2.	Quantitative Aptitude	50 multiple choice questions carrying a total of 50 marks.
3.	Professional knowledge relevant to the post.	50 multiple choice questions carrying a total of 100 marks.
4.	English Language	50 multiple choice questions carrying a total of 25 marks
Total Duration of Examination will be of 120 minutes		Total 200 multiple choice questions carrying a total of 200 Marks.

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

The Bank also reserves the right to alter the structure of the online examination.

**NOTE:** The Bank will be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred / concluded that the responses have been shared and the scores obtained are not genuine / valid, the Bank reserves right to cancel the candidature of concerned candidates.

**Penalty for wrong Answers:**

There will be a penalty for wrong answers marked in the online examination. For each question for which a wrong answer has been given by the applicant, one fourth or 25% of the marks assigned to that question will be deducted as penalty to arrive at final score. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer. If a question is left blank, i.e. no answer is marked by the applicant; there will be no penal mark for that question.

**(b) Personal Interview**

A Personal Interview of 50 marks shall be conducted to assess the academic & job knowledge, power of expression, clarity of thought, qualities of leadership, extracurricular activities, hobbies, general demeanor, behavior, communication skills, suitability for the post, etc. of the applicant. The minimum qualifying marks for the Personal Interview would be 25 marks (22.5 marks for Reserved Category applicants). The applicants not securing the minimum qualifying marks in the Personal Interview will be disqualified for selection.

**(c) Important Notes:**

- i. The applicants will be called for the Online Examination / Group Discussion (if conducted), on the basis of the information provided by them in their On-line Applications without verification of their age or qualification or category or any other eligibility criteria. The applicants must, therefore, ensure that they fulfill all the notified eligibility criteria as on the cut-off date prescribed in this notification, have possession of the requisite documents / certificates specified by the Bank, and that the particulars furnished in their On-Line Application are complete, true and correct in all respects. Merely appearing in the Online Examination / Group



Discussion (if conducted) and / or passing the Online Examination / Group Discussion (if conducted) and / or being called by the Bank for the Personal Interview shall not imply that the Bank is satisfied about the eligibility of the applicant.

- ii. The applicant shall be required to qualify in each Test of the Online Examination / Group Discussion (if conducted) as per cut-off marks, subject to minimum qualifying marks in the aggregate of 200 marks, both of which will be fixed by the Bank.
- iii. Generally, depending on the number of vacancies, only those applicants who have secured the minimum category-wise and test-wise cut-off marks to be decided for Online Examination / Group Discussion (if conducted) and rank sufficiently high in the order of merit based on the total marks scored in the Online Examination / Group Discussion (if conducted) shall be called for Personal Interview in the ratio of 1:3 for General / Unreserved applicants and 1:5 in case of applicants belonging to the Reserved Categories. In other words generally, for every single post in General and Reserved category, 3 General and 5 Reserved Category applicants respectively would be called for the Personal Interview depending upon their ranking as per the marks obtained by them. However, the Bank reserves its right to call for the Personal Interview applicants otherwise than in the above ratio at its sole discretion.
- iv. The applicants may also be called directly for Personal Interview without holding of Online Examination / Group Discussion. The Bank reserves its right to call any number of applicants for the Personal Interview at its sole discretion.
- v. After the selection process, the applicants, who secure more than the prescribed minimum qualifying marks in the used selection processes, will be ranked in a descending order on the basis of the aggregate marks obtained in the Online Examination / Group Discussion (if conducted) and / or Personal Interview under the respective SC / ST / OBC / GEN Categories.
- vi. Subject to the vacancies available under the respective Category, only those candidates, who pass the Online Examination / Group Discussion, if conducted, 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.

## 7. EXAMINATION CENTERS:

The Online Examination, if conducted, may be tentatively held on **17.05.2019** at the following centers:

**(a) Delhi NCR (b) Chandigarh (c) Lucknow (d) Kolkata (e) Patna (f) Bhubaneshwar (g) Hyderabad (h) Bengaluru (i) Chennai (j) Bhopal (k) Mumbai /NaviMumbai/Greater Mumbai/Thane (l) Ahmedabad.**

However, the Bank reserves its right to decide the examination centers and dates at its sole discretion. The full address of the Venue and the Date will be advised in the Examination / Group Discussion Call Letters, which will be issued in case the Bank decides to hold the Online Examination / Group Discussion. In case the Online Examination / Group Discussion is held, the call letters can be downloaded from the Bank's website 'www.unionbankofindia.co.in' under "Recruitments" > "Careers Overview" link.

**Note:** *Request for change in allotted examination centre will not be entertained. The Bank reserves the right to allot the candidate any Center, to prepone / postpone / reschedule the Online Examination / Group Discussion Dates and / or to add to or delete or modify / change the Examination / Group Discussion Centre and the Venues and / or to cancel the Online Examination / Group Discussion without assigning any reason.*

The venue & date of Personal Interview will be decided and informed in due course to the applicants shortlisted for the same.

## **8. CAREER PATH IN THE BANK:**

Candidates selected in the above recruitment process will be recruited in Specialized Segment in the Bank as per the post applied for. Their Career Path in the subject category will be as per the Bank's extant Promotion Policy after which they will be allowed to participate in promotion in the Bank to higher Grade / Scale along with other General Banking Officers in that Scale, if they are otherwise eligible and fulfill the prescribed norms as per the Bank's Promotion Policy.

## **9. HOW TO APPLY:**

### **DETAILED GUIDELINES/PROCEDURES FOR**

- (A) APPLICATION REGISTRATION
- (B) PAYMENT OF FEES
- (C) PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD (Details provided in Annexure-I)

**Candidates can apply online only and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

### **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

Category of Applicant	Amount Payable*
For GEN & OBC	Rs.600.00 (application fees)
For SC/ST/PWD candidates	Rs.100.00 (intimation charges)

\*Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

### **(A) Application Procedure**

- (i) Candidates are first required to go to the Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and click on the 'Recruitment' Page to open the link "Specialist Officers Recruitment 2019-20" and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.

- (ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- (vi) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (x) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (xi) Click on 'Payment' Tab and proceed for payment.
- (xii) Click on 'Submit' button.

## **(B) PAYMENT OF FEES**

### **ONLINE MODE**

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- (iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.

- (v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.

**Note:**

- a) After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- b) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- c) To ensure the security of your data, please close the browser window once your transaction is completed.
- d) After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

<p>Note: All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Test Centre, District in which applied for, Qualifications, etc. will be considered as final.</p>
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- e) An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- f) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam.
- g) Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- h) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- i) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

An email / SMS intimation with the Registration Number and password generated on successful registration of the application will be sent as a system generated acknowledgement to the email ID / Mobile Number specified in the online application form. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application, which is incomplete in any respect, such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.

#### **10. IMPORTANT:**

*Please note that all the particulars mentioned by the applicants in the online application, including Name, Post Applied, Category, Date of Birth, Address, Mobile number, Email ID, Post qualification experience etc. will be considered final and no modification will be allowed after online submission. No request to consider the candidature under any category other than the one which applied will be accepted. The Bank will not be responsible for any consequence arising out of furnishing of incorrect / incomplete details in the application or omission to provide the required details.*

The Bank will not be responsible if the applicant is not able to submit the application within the last date on account of any reason. The candidates are, therefore, advised in their own interest to apply well in time.

Any information submitted by an applicant in his / her application shall be binding on the applicant personally and he / she shall be liable for prosecution / civil consequences in case the information / detail furnished by him / her is found to be false and his / her candidature will be cancelled at any stage even after appointment.

*Note: 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 online for the post the candidate should ensure that he / she fulfills each of the eligibility criteria and other norms, including possession of documents, as mentioned in this notification.*

#### **11. APPLICATIONS FROM SERVING EMPLOYEES OF THE BANK:**

Subject to their fulfilling the eligibility criteria, existing employees of Union Bank of India may apply same as mentioned above and will send a copy of application through proper channel (HR Departments of the Regional Office / Field General Manager's Office under whose jurisdiction they work). Such applicants, if selected, shall resign from their present positions in the Bank and re-join the Bank's service afresh.

#### **12. GENERAL INSTRUCTIONS:**

- (a) The call letters for Online Examination / Group Discussion (if conducted) / Personal Interview can be downloaded by the eligible applicants from the Bank's website 'www.unionbankofindia.co.in' under "Recruitments" > "Careers Overview" link. The list of the applicants shortlisted for Personal Interview will be published on Bank's website.
- (b) The applicants who are shortlisted and / or qualify for Personal Interview will be informed through email and sms, in the email id and mobile number mentioned by the candidates in their online application. The Bank will not take any responsibility for any

delay or failure of delivery of important communication emails/sms to the applicants. Hence, applicants are advised to regularly track their status on the Bank's website.

- (c) The use of calculator, telephone and mobile phone of any kind, pagers or any other such instruments are not permitted during the Online Examination / Group Discussion (if conducted) and / or Personal Interview. The applicants are advised not to bring such gadgets as these will not be allowed inside the venue.
- (d) The Bank will be free to reject any application at any stage of the process. The decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the applicant. 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 / incomplete 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 shall be summarily terminated without notice.
- (e) The Email address / communication address indicated by the applicant in his / her application shall be deemed to be correct for sending communication to them. Every communication addressed to the applicants on this address / email shall be deemed to have been served upon them.
- (f) The applicant should produce System Generated Application Form and all the documents in original along with one set of photocopies, in support of his / her eligibility as per this notification, if invited for Personal Interview. The applicants failing to produce the Original Documents for verification will not be permitted to participate in the process and their candidature shall stand cancelled.
- (g) The applicants claiming benefit of age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should submit a clear and legible copy of **Disability certificate in the prescribed format issued by the Competent Authority in case of Persons With Benchmark Disabilities** as specified in "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016" in support of their disability. The prescribed format is attached as Annexure-V which if needed, may be printed and made use of. The applicants who fail to produce the certificate will not be allowed to participate in the process.
- (h) The applicants belonging to SC / ST Category should submit a copy of their Caste Certificate issued by the Competent Authority in the format prescribed by the Central Government of India, Dept. of Personnel and Training, Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 and No.36036/8/98-Estt. (Res.) dated 16.03.1999. The prescribed format of the SC / ST Caste Certificate is attached as Annexure-III, which, if needed, may be printed and made use of. The applicant who fails to produce the certificate will not be allowed to participate in the process.

The Other Backward Class (OBC) Certificate to be submitted by OBC applicant should be in the Format prescribed by the Government of India vide Government of India, Dept. of Personnel and 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". **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and shall indicate their category as General in the online application form.** Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. The prescribed format of the OBC Certificate is attached as Annexure-IV which if needed, may be printed and made use of. *The OBC certificates not on the prescribed format and / or without the creamy / non creamy*

*layer clause will not be accepted and the applicant's candidature will be cancelled and he / she will also not be permitted to participate under the General / Unreserved category.*

The applicants belonging to EWS Category should submit a copy of their Income & Asset Certificate issued by the Competent Authority in the format prescribed by the Government of India, Dept. of Personnel and Training, Office Memo No.36039/1/2019-Estt (Res) dated 31.01.2019. The prescribed format of the Income & Asset Certificate is attached as Annexure-VI, which, if needed, may be printed and made use of. The applicant who fails to produce the certificate will not be allowed to participate in the process.

- (i) The applicants serving in the Government / Public Sector Undertakings (including Banks and Financial Institutions) should submit a “No Objection Certificate” from the employer.
- (j) The applicants should retain sufficient copies of photographs uploaded by them in online application form. They are also advised not to alter their appearance, like by growing / shaving beard till the recruitment process is over.
- (k) The applicants will appear for the Online Examination and / or Group Discussion (if conducted) and /or Personal Interview, etc. at the allotted centers at their own cost and risk and the Bank will not be responsible for any injury / loss etc. of any nature. However, the eligible outstation SC / ST and Physically Challenged applicants attending the Personal Interview will be reimbursed to and 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.
- (l) The applicants are advised to keep track of status of their applications from the Bank’s website. The personal and / or telephonic and / or e-mail and / or postal enquiries will not be entertained / responded to.
- (m) The selected applicants, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate / relieving letter/ Experience certificate from their present employer before joining the service of the Bank.
- (n) The appointment of the short-listed / selected candidate is subject to his / her completing the prescribed pre-recruitment formalities, submission of notified documents, Execution of Service Indemnity Bond, Medical Examination and being declared medically fit by Bank’s approved Doctor / Medical Centre.
- (o) The appointment of the short-listed / selected candidate will also be subject to receiving the Confidential Reports on conduct and work from their previous employer (s), if any. Further it will also be subject to receiving reports 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).
- (p) Canvassing in any form by an applicant will lead to his / her disqualification in the selection process.
- (q) The applicant should ensure that the signatures appended by him / her at all the places, viz. in his / her application form, call letter, attendance sheet etc. are identical.
- (r) 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.

- (s) The Bank also reserves the right to scrap the entire process or any / all of the notified vacancies at any stage.
- (t) In case of any dispute on account of interpretation in version other than English, the English version shall prevail.
- (u) Any dispute arising out of this Notification shall be subject to the sole jurisdiction of the Court situated in Mumbai.

### **13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

The applicants are advised in their own interest that they should not furnish any false, tampered or fabricated particulars / documents and should not suppress any material information while submitting the online application.

If an applicant is found guilty of using unfair means during the selection process and / or impersonating or procuring impersonation by any person and / or misbehaving and / or resorting to any irregular or improper means in connection with his / her candidature and / or obtaining support for his / her candidature, by any means, he / she, in addition to rendering himself / herself liable to criminal prosecution, shall also be disqualified from the selection process for which he / she is a candidate, debarred from any recruitment process conducted by the Bank and terminated from the services without notice, if he / she has already joined the Bank.

### **14. IDENTITY VERIFICATION:**

#### **Biometric Data - Capturing and Verification**

It has been decided to capture the biometric data (thumb impression and the photograph) of the candidates on the day of the Online Examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

If the primary finger (thumb) to be captured is injured / damaged, immediately notify the concerned authority in the test centre.

#### **Documents to be produced:**

In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If the



identity of the applicant is in doubt, he / she will not be allowed to appear in the selection process. The decision of the Bank in this regard will be final.

- a. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- b. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending the Test, without which they will not be allowed to take up the Test.

**NOTE: It is reiterated that applicants are advised to keep themselves regularly updated about the alerts / communication regarding the selection process through the Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in).**

Sd/-

PLACE : MUMBAI  
DATE:26.02.2019

GENERAL MANAGER (HR)

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

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

**Photograph Image:**

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

**Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb - 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

**Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MOOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MOOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

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

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

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

FORMAT OF EXPERIENCE CERTIFICATE

(ON LETTER HEAD OF THE

This is to certify that Shri / Smt / Kumari ..... joined the services of this organization as..... (Designation / Post held) on..... (Date of joining). The details of his / her employment with us are as under:

Period From	Period To	Designation	Nature of duties performed (Clearly define the duties relating to the applied post COMPANY/ORGANIZATION)  as mentioned in the recruitment notification)

Name.....

Designation and Department.....

Rubber Stamp

Date:

Place:

**Note:** The certificate on the above format should be issued by the Competent Authority on the letterhead of the company / organization and a copy of appointment letter from the said company / organization should be attached.

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

**1. This is to certify that Sri / Smt / Kum\* \_\_\_\_\_  
son / daughter\* of \_\_\_\_\_ of village /  
town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the  
State / Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\*  
which is recognized 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)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;
- [as amended by the Scheduled Castes and 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, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act,1987];
- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and 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 and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- \* The Scheduled Caste and Scheduled Tribes Orders (Amendment)Act 2002;
- \* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002.

**# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.**

**This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri. / Smt. / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt. / Kumari\* \_\_\_\_\_ of village / town \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.**

**3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District / Division\* of the State / Union Territory\* of \_\_\_\_\_**

**Signature \_\_\_\_\_**

**Designation \_\_\_\_\_**

**Place: [With seal of Office]  
Date : State/Union Territory**

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.

# Delete the paragraph which is not applicable.

**List of authorities empowered to issue Caste / Tribe Certificates:**

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).

**Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

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

This is to certify that Sri/Smt./ Kumari \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village/Town  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the State/ Union  
Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognized as a backward class under  
the Government of India, Ministry of Social Justice and Empowerment's Resolution No.  
\_\_\_\_\_ dated \_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_ and/or  
his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not  
belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the  
Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT],  
dated 8-9-1993

Dated : \_\_\_\_\_ District Magistrate  
Deputy Commissioner etc.

Seal

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\* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines. 21

**FORM-I**  
**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)  
(Prescribed proforma subject to amendment from time to time)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Attested Photograph (Showing only) person disability	PP size face of the with
---	---

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_ Date of

Birth (DD / MM / YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female Registration No.

\_\_\_\_\_ permanent resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose

photograph is affixed above, and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(A) He/ She has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words)  
permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per  
guidelines (to be specified)

The applicant has submitted the following documents as proof of residence :-

2. Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.
--



**FORM - II**  
**Disability Certificate**  
**(In case of multiple disabilities)**  
**(Prescribed proforma subject to amendment from time to time)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

<b>Recent PP size</b> <b>Attested</b> <b>Photograph</b> <b>(Showing face only)</b> <b>of the person with</b> <b>disability</b>
---

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_ Date of

Birth (DD / MM / YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration

No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose

photograph is affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

**FORM - III**  
**Disability Certificate**  
(In cases other than those mentioned in Form I and II)  
(Prescribed proforma subject to amendment from time to time)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

<b>Recent PP size  Attested  Photograph  (Showing face  only) of the  person with  disability</b>
---

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_ Date of Birth

(DD / MM / YY) \_\_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_

permanent resident of House No. \_\_\_\_\_ Ward / Village / Street

\_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose

photograph is affixed above, and am satisfied that he / she is a Case of

\_\_\_\_\_ disability. His/her extent of percentage physical impairment /

disability has been evaluated as per guidelines (to be specified) and is shown against the relevant

the relevant disability in the table below :

No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned  
{Countersignature and seal of the  
CMO/Medical Superintendent/Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal)}

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

Government of -----  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY THE ECONOMICALLY  
WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Sri/Smt./ Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District in the State/ Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste. Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
photograph of the  
applicant

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**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession etc.

**\*\*Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children not below the age of 18 years.

**\*\*\*Note 3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.