

UCO Bank a leading listed Public Sector Bank invites ON-LINE applications from Indian Citizens for **43 posts of IT Officer – MMGS II**. Before applying candidates should ensure that they fulfill the eligibility criteria for the post applied:

Candidates are requested to apply on-line between **30.04.2011 and 15.05.2011** only through Bank's website [www.ucobank.com](http://www.ucobank.com) after making payment of application fee & postage Charges as per clause no 4. No other means/mode of application will be accepted.

Particulars	Important Dates
Payment of application fee & postage Charges	<b>From 30.04.2011 To 14.05.2011</b>
Opening Date for Online Registration	<b>30.04.2011</b>
Closing Date for Online Registration	<b>15.05.2011</b>
Last date for Receipt of Applications	<b>25.05.2011</b>

Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. They should note that application fee & postage charges amount once deposited will neither be refunded nor be adjusted against any other project. Candidates are advised to fill their particulars online themselves correctly. Candidates should ensure that particulars once submitted by them will be final and no further change will be allowed thereafter.

**Name of the Post: IT Officer in MMGS II**

**Total Number of Vacancies: 43**

**Reservations of Posts are as under:**

SC	ST	OBC	GEN	Total Vacancies	OC	HI
6	3	16	18	43	1	1

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Class, GEN-General Category, OC-Orthopaedically Challenged, HI - Hearing Impaired.

**Scales of Pay in MMGS II:** 19400 -700/1 – 20100 – 800/10 – 28100

DA, HRA, CCA will be paid as per rules in force from time to time and depending upon the place of posting. Medical, LFC, Terminal Benefits and other perquisites will be as per prevailing rules.

**Probation Period** – Selected candidates will be on probation for a period of 1 year. After successful completion of probation, the officers will be confirmed in MMGS-II position.

**Confirmation:** The confirmation of the newly recruited Specialist Officers will be subject to satisfactory completion of one year probation period.

**1. Eligibility Criteria :**

**A. 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 1st 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 the examination/ interview conducted by the Bank 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.

**B. Age, Educational Qualification, Experience (as on 01.01.2011) :**

Sl no.	Post	Age	Basic Qualification	Post-Qualification Experience
1	IT Officer MMGS SCALE -II	Minimum 25 Years. Maximum 40 years, with relaxation for SC / ST / OBC & others as per rules	BE/B Tech (4 Year Full Time Degree Course) in Electronics & Tele Communication / Electronics & Communication / Electronics & Instrumentation / Computer Science/ Information Technology  or  MCA/DOEACC B level or Post Graduate in Electronics & Tele Communications/ Electronics & Communication/	3 years in IT in a Scheduled Commercial Bank or as a member of Facility Management team of CBS System Integrator.  Previous Experience in CBS (Finacle) implementation and maintenance along with exposure on any two or more in the following areas : Software acquisition / Development Hardware acquisition / maintenance - different operating systems and RDBMS with emphasis

			Electronics & Instrumentation / Computer Science/ Information Technology.	on ORACLE - proficiency in front end development Tools like developer 2000, visual studio etc. - knowledge in ASP / PHP / JAVA / C++ / COBOL - Networking & Communication - UNIX / Windows NT / Windows 2003 - Data Centre Management/ Data Warehousing and mining / - payment gateway Management - Banking delivery channel - On-line Share Trading / Cyber & IT Security management / System Audit .
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**Notes :**

- i) Preference will be given to candidates having certification in CISA / CISM / CISCO / OCA/ OCP / CCNA / ITIL.
- ii) Existing Employees of the Bank including those appointed on contractual basis who matches the eligibility criteria shall also be eligible to participate in the selection process. Age relaxation of 5 years in minimum and maximum age criteria will be allowed to existing employees.
- iii) **Probation:** IT Officers to be appointed in MMGS- II will be on probation for a period of one year.
- iv) **Emoluments:** IT Officers to be appointed in MMGS II shall be put in the initial stage of the respective scale of pay.
- v) **Educational Qualifications:** Educational Qualifications prescribed for the post are the minimum. Candidates must possess these qualifications and must attach proof thereof, i.e., attested photocopies of the Passing Certificates or Provisional Passing

Certificate & Mark sheet from the educational institution they have studied along with the print out of Online Application Form.

- vi) **Post Qualification Experience:** In the notified post, Post Qualification Work Experience is essential; it should be relevant to the post applied for and should be post-qualification. The Post Qualification Experience Certificate must attach along with the print out of Online Application Form and must clearly indicate the type of work undertaken in the relevant area.

**C. Relaxation in Upper Age Limit for reserved category candidates :**

S. No.	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	In the case of Ex-service commissioned Officers, including ECOs/ 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) otherwise 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.	3 years plus period of service rendered in armed forces subject to a maximum age of 50 years.
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Physically Challenged Category candidates : (10 years for OC / HI (SC/ST) and 8 years for OC/HI (OBC) candidates	5 years

**Notes:**

- i) As the reservation for Physically Challenged Candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz., SC, ST, OBC, General, etc.) to which they belong.

- ii) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- iii) Candidates belonging to reserved categories as well as those for whom no reservation has been announced are free to apply for the vacancies announced for the Unreserved/General category.
- iv) Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim relaxation in age, fees etc. reserved category candidates should submit a copy of the relevant certificate in support of his/her claim along with the Application.
- v) Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in the Govt. of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt.(SCT) dated 27.10.1986 as amended from time to time.
- vi) An Ex-Serviceman who has once joined a Government job on civil side after availing the benefits given to him/ her as an Ex-Serviceman for his/her re-employment including a job in the Public sector Undertaking ceases to enjoy Ex-Serviceman status for further employment.
- vii) Persons eligible for age relaxation under Sl. no. (iv) 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 the Government of Jammu & Kashmir to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989.

**D. Definition –**

**Physically Challenged Persons (PC):**

- a) An Orthopaedically Challenged (OC) person is one who is suffering from Locomotor Disability or Cerebral Palsy.  
Locomotor Disability: “Locomotor Disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.  
Cerebral Palsy: “Cerebral Palsy” means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

- b) Hearing Impaired (HI): “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- c) Only such person would be eligible for reservation in services / posts who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by the Central/State Govt.

## **2. Competent Authority for Issue of Certificate to SC/ST/OBC/PC candidates:**

- a. For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. 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 Physically Challenged - Authorised certifying authority will be a Medical Board duly constituted by the Central or the State Government having at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability as the case may be.

## **3. Selection Procedure:**

**Selection procedure will be through group discussion and/or personal interview.**

Note:

- i) Candidates should mention all the qualifications and post qualification experience in the online application form and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the group discussion and/or interview after preliminary screening/short listing with reference to candidate’s qualifications/suitability and post qualification experience etc.
- ii) The selection process may vary depending on the response received at the discretion of the Bank.

## **4. Non-refundable application fee & postage Charges:**

Sl No.	Category	Total
1	SC/ ST/ PC candidates	Rs. 50/- (postage charges only)
2	All others including OBC	Rs. 400/- (Application Fee 350/- plus 50/- postage charges)

## 5. How to apply

- a. Candidates are required to apply On-Line through Bank's website [www.ucobank.com](http://www.ucobank.com) only. No other means/mode of application will be accepted.
- b. Candidates are first required to go to the Bank's website [www.ucobank.com](http://www.ucobank.com) and click on the link "Recruitment"
- c. Thereafter, open the Recruitment Notification titled "**UCO BANK IT OFFICER- MMGS II RECRUITMENT PROJECT-2011**".
- d. Take a Print of the 'FEE PAYMENT CHALLAN'.
- e. Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- f. Go to the nearest UCO Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in the designated CBS Account as given in the fee payment challan.

The details of fee to be paid are indicated below: Category of Applicant Amount of Application Fee/ Postage (Non-refundable).

Sl No.	Category	Total
1	SC/ ST/ PC candidates	Rs. 50/- (postage charges only)
2	All others including OBC	Rs. 400/- (Application Fee 350/- plus 50/- postage charges)

Please note that even if the date for online registration is extended the dates for payment of application fee will remain unchanged i.e. **30.04.2011 to 14.05.2011**

**Payment of application fee and/or postal charges by Demand Draft /Cheques/ MoneyOrders/ Postal Order etc will not be accepted.**

- g. Obtain the Candidate's Copy of Counterfoil of the Application Fee Payment Challan duly receipted by the Bank under 'Cash Received' stamp and signature with (a) Branch Name & Branch Code Number, (b) Transaction ID, (c) Date of Deposit & amount duly written by the Branch Official.
- h. Candidate is now ready to apply On-Line by re-visiting the Recruitment Link on the Bank's website and choosing the option "APPLY ON-LINE" to open up the On-Line Application Form.

- i. Candidates should carefully fill in the details from the Fee Payment Challan in the On-Line Application at the appropriate places. They should also fill in all other required details therein very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every particular given in the application. 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. Any change/alteration found may disqualify the candidature.
- j. Information filled in online application will be final. No further changes will be allowed.
- k. After applying on-line, the candidates should obtain a system-generated printout of the application in A-4 size paper, firmly paste a recent passport size photograph bearing the signature of the candidate and sign at the bottom of the application format and send along with **application fee (i.e. Payment Challan) and attested photocopies of relevant certificates as mentioned in General Instructions.**

Print-out complete in all respects should be sent only by ordinary post/speed post in a closed envelope superscribed "**APPLICATION FOR THE POST OF IT OFFICER-MMGS II AND ONLINE REGISTRATION NO.....**" to the following address:

**The General Manager  
UCO BANK  
Human Resource Management Department,  
Head Office (4<sup>th</sup> Floor)  
3 & 4, DD Block, Sector 1, Salt Lake,  
Kolkata 700064**

**Last Date for online registration of application: 15.05.2011**

**Last Date for Receipt of Application Print outs: 25.05.2011**

The Printouts should reach the address mentioned above on or before **25.05.2011** by ordinary post or speed Post (including for the candidates staying abroad and for those posting printouts from Andaman & Nicobar Islands, Lakshdweep, Assam, Megahalya, Arunachal Pradesh Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahul and Spiti Distt and Pangi Sub division of Chamba District of Himachal Pradesh).

- l. Documents received after the last date will not be entertained by the Bank. Bank will not be responsible for any loss of print out in transit or delay by the postal service.
- m. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.

- n. The 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.
- o. 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.

#### 6. **General Instructions :**

- a. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any printout or communication.
- b. Only candidates willing to serve anywhere in India should apply.
- c. Unless the system generated duly signed printed application form with photograph pasted thereon along with application fee (i.e. Payment Challan) and attested photocopies of relevant certificates is received at the correct specified address by ordinary post/Speed post, the on-line registration of the candidates application will not be accepted/valid.
- d. **Before applying for the post, the candidate should ensure that he / she fulfils the eligibility criteria and other norms specified in this advertisement.** Decision of 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 Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this behalf shall entertain no correspondence or personal enquiries. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information 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.**
- e. A recent, recognizable passport size photograph should be firmly pasted on the printout and should be signed across by the candidate. Three copies of the same photographs should be retained for use at the time of group discussion and/ or 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 group discussion and/ or Interview may lead to disqualification.

- f. **All candidates must send attested photocopies of the certificates in support of their Date of Birth, Educational Qualification, Post Qualification Experience, Caste/Community Certificate ( for SC/ST/OBC candidates) / Certificate of Disability ( for Physically Challenged candidates) issued by the Competent Authority along with the Computer Printout of their online application and payment challan by post. All Candidates will have to produce, if called for group discussion and/or interview, original as well as attested photocopies of their educational qualification certificates, Post Qualification Experience certificates, caste/community certificate including "Non-Creamy Layer Clause", and PC certificate, where applicable, or any other certificate issued by the Competent Authority in support of their eligibility, failing which their candidature will be cancelled.**

Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'Gen' or 'Gen Physically Challenged' as applicable. A candidate who after making an application under the OBC Category and participating in the recruitment process is unable to produce the OBC Certificate specifically stating that he/she does not belong to the Socially Advanced Sections, excluded from the benefits of reservations for OBCs in Civil Posts & Services under Government of India, i.e. "Creamy Layer" will have his/her candidature cancelled.

- g. A printout not accompanied by requisite application fee and / or postage, copies of relevant certificate(s) or not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- h. Candidates submitting more than one application for a particular post in response to the advertisement are liable to be disqualified.
- i. SC/ST/PC candidates attending the interview will be eligible for reimbursement of 2nd class to & fro rail/ bus fare by the shortest route on production of evidence of travel i.e. Railway receipt/ticket(s).
- j. Candidates serving in Government / Public Sector Undertakings should send their printouts through the proper channel and produce a "No Objection Certificate" from their employer at the time of interview, in absence of which, their candidature may not be considered.
- k. During the recruitment process any request for change of address will not be entertained.
- l. The Bank takes no responsibility to co-relate any certificate/ remittance sent separately.
- m. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Kolkata and Courts/Tribunals/Forums at Kolkata only shall have the sole and exclusive jurisdiction to try any such case/dispute.

- n. Canvassing in any form will cause disqualification.
- o. Action will be taken 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 and should not surpass any material information while submitting online application. If a candidate is (or has been) found guilty of – (i) using unfair means during the Interview or subsequent selection procedure or (ii) impersonating or procuring impersonation by any person or resorting to any irregular or improper means in connection with his/ her candidature for selection or (iii) obtaining support for his/ her candidature by unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

- I. To be disqualified from the Interview for which he/ she is a candidate.
- II. To be debarred either permanently or for a specified period from any examination or recruitment conducted by UCO Bank.
- III. For termination of service, if he/ she has already joined the Bank.

**KOLKATA : 31.03.2011**

**GENERAL MANAGER**

**HUMAN RESOURCE MANAGEMENT**