

## RECRUITMENT NOTIFICATION

### UNION BANK RECRUITMENT PROJECT 2018-19

#### **RECRUITMENT FOR THE POST OF ARMED GUARD IN SUBORDINATE STAFF CADRE: 2018-19 (ONLY FOR EX-SERVICEMEN CANDIDATES)**

Union Bank of India, (hereafter referred to as Bank) a leading listed Public Sector Bank in its 100<sup>th</sup> Year of serving the Nation, with Head Office at Mumbai and having Pan India as well as Overseas presence, invites applications from eligible Ex-Servicemen candidates only, for filling up vacancies for the Post of Armed Guard in the Subordinate cadre through direct recruitment as per details given below. Indicative District-wise vacancies inclusive of Backlog of various reserved categories, are given vide Annexure-I.

#### **1. JOB PROFILE:**

- Perform Armed Guard duties i.e. Perform Armed Guard duties i.e. to watch or look after the premises or department for the purpose of its safety, security and guard against attack, or assault, or infiltration and against removal of the Bank's property by any unauthorized person and/or to watch and guard as above the movement of cash from one place to another, whether inside or outside the Bank, for which purpose they are required by the Bank to carry any of the following weapons: (i) Guns, Pistols or any other fire arm; or (ii) Dagger, sword, khukri or spear; or (iii) any other licensed weapon.
- Operating gadgets like Electronic Alarm systems, CCTV systems, X-Ray machines, Door Frame Metal Detector (DFMD), Hand Held Metal Detector (HHMD), etc., for security of men and materials entering or exiting the Bank's premises.
- Maintenance and Operation of Fire Alarm systems and Fire-fighting equipments.
- Work in shifts including night shifts.
- To perform other routine duties of the Subordinate cadre as required by the Management from time to time.

#### **2. SCALES OF PAY (in Rs.) & PROBATION:**

- Selected candidate will be placed in the under-mentioned pay scale in the Subordinate staff cadre, as per Bipartite Settlement.

9560  $\frac{325}{4}$  10860  $\frac{410}{5}$  12910  $\frac{490}{4}$  14870  $\frac{570}{3}$  16580  $\frac{655}{3}$  18545

- In addition to the Basic Pay, they will be entitled for DA, HRA, CCA, Special Allowance, Transport Allowance, Special Pay, Leave Fare concession, Leave encashment, Group Medical Insurance for self & dependents, Medical Aid, Gratuity, Defined Contributory Pension Scheme, Staff Overdraft facility, House Building Loan, Conveyance Loan, Group Personal Accident Insurance, Staff Welfare schemes, etc., as per the Industry-wide Bipartite Settlement and as per the policies and rules of the Bank.
- The selected candidate will be on Probation for a period of six months of active service from the date of his / her joining the Bank and will be confirmed after successful completion of the same.

#### **3. ELIGIBILITY CRITERIA :**

- Nationality / Citizenship:** An applicant must either be -

- a. a citizen of India, or
- b. a subject of Nepal, or
- c. a subject of Bhutan, or
- d. a Tibetan refugee, who migrated to India before 1<sup>st</sup> January 1962, with the intention of permanently settling in India, or
- e. 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 (b) / (c) / (d) or (e) 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.

- ii. **Cut-Off Date:** The Tentative Cut-Off Date for the purpose of eligibility criteria for the recruitment process shall be **01.01.2019**. However, the final Cut-Off Date shall be intimated on Bank's Website.

**iii. Age:**

Should have completed minimum 18 years of age but should not be more than 25 years of age, as applicable to Post in Subordinate Staff cadre in the Bank, as on Cut-Off Date.

**Relaxation In Upper Age Limit[as per Government of India guidelines]:**

Reserved / Unreserved Category	Age Relaxation
a. Unreserved / General	NIL
b. Scheduled Castes & Scheduled Tribes [SC/ST]	5 years
c. Other Backward Class [OBC] (Non-creamy Layer)	3 years
d. Widows, divorced women and women legally separated from their husbands who have not remarried	9 years
e. Persons ordinarily domiciled in the state of Jammu & Kashmir during 1.1.1980 to 31.12.1989	5 years
f. Regular employees of the Union Carbide Factory, Bhopal retrenched from service (Applicable to Madhya Pradesh state only)	5 years
g. Persons affected by 1984 riots	5 years
h. Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years, subject to a maximum age limit of 45 years

**Note:**

- a. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above.
- b. The maximum age limit specified for Ex-Servicemen, i.e. 45 years, is applicable to candidates belonging to Unreserved / General category.
- c. Persons with Disabilities (PwDs) as defined in 'The Rights of Persons with Disabilities Act, 2016', Disabled Ex-Servicemen who were disabled during operation or otherwise and Dependents of Servicemen killed in action, are not eligible to apply.
- d. Candidates seeking reservation / age relaxation will be required to submit necessary certificate(s) in original / copies at any stage of the recruitment process.
- e. Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No. 36034 /5/85 Estt. (SCT) dated 27.10.1986, as amended from time to time.

- f. Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation on second occasion for Ex-Servicemen in Central Government jobs.
- g. An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him / her as an Ex-Servicemen for his/ her re-employment, his / her Ex-Servicemen status for the purposes of the re-employment in Government jobs ceases.
- h. Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category whose date of completion of specific period of engagement (SPE) is completed one year from the Cut-Off Date are eligible to apply.

**iv. Educational Qualification :**

- i. A pass in 10th standard or its equivalent examination but the candidate should not have passed 10+2 examination or its equivalent.
- ii. Proficiency in the Official Language of the State/ Union Territory (candidates should know how to read/ write and speak the Official Language of the State/ Union Territory) for which vacancies a candidate wishes to apply.
- iii. His character should be 'EXEMPLARY' at the time of valid discharge from Armed Forces.
- iv. The medical standards which the candidates must possess should be minimum SHAPE-1 or AYE, whichever is applicable, at the time of valid discharge from the Armed Forces.
- v. Ex-Servicemen who do not possess the above civil examination qualifications should be matriculate Ex-Servicemen who have obtained the Army Special Certificate of Education or corresponding certificate in the Navy or Air Force after having completed not less than 15 years of service in the Armed Forces of the Union as on the Cut-off Date. Such certificates should be dated on or before the Cut-off Date.

**Note:**

- a. All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Government of India/ approved by Government Regulatory Bodies and the final result should have been declared on or before the Cut-off date. Proper document from Board / University for having declared the result on or before the Cut-off date has to be submitted at the time of appearing for Physical Fitness Test.
- b. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/ Institute.
- c. In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- d. Candidates who have not passed 10<sup>th</sup> standard or its equivalent or who passed 10+2 examination or its equivalent or have any educational qualifications higher than 10+2 examination or its equivalent are not eligible to apply. Such application, received if any, is liable to be rejected.

**v. Other Criteria:**

- a. Only Ex-Servicemen candidates can apply for the Post of Armed Guard.
- b. Only a permanent resident of the District in which the vacancies are notified is eligible to apply.
- c. Candidates other than Ex-Servicemen including Disabled Ex-Servicemen and / Dependants of Servicemen killed in action and Persons with Disabilities or Persons who are incapacitated in any manner, shall not be eligible to apply.
- d. The applicants intending to apply should ensure that they fulfill the eligibility criteria specified and possess the requisite documents / certificates before applying.

- e. The selected candidate can be posted at any Branch / Office of the Bank at sole discretion of the Bank.

#### 4. PRE-EXAMINATION TRAINING:

Pre-Examination Training may be arranged by the Bank to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ Ex-Servicemen/ at Test conducting centres. All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centres. Depending on the response and administrative feasibility, the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements, is reserved. By merely attending the Pre-Examination Training no candidate acquires any right to be selected in the Bank. Dates of Pre-Examination Training shall be intimated separately.

#### 5. SELECTION PROCESS :

- A. Selection will be through examination (online) strictly on merit and physical fitness test, subject to Reservation policy and guidelines issued by Government of India in this regard.
- B. The Selection Process shall be based on the following criteria; viz., (a) Online test and (b) Physical Fitness Test, aggregating to a Total Score of 100. Online Test shall be made available bilingually i.e. in English and in Hindi.
- C. Each of the Tests shall carry Maximum Scores as under:

Sl. No.	Name of Tests	Maximum Score
i	Online Test having a Duration of One Hour	70
ii	Physical Fitness Test	30
	<b>Grand Total</b>	<b>100</b>

#### D. Online Test and Cut-off Scores:

The Online Test containing Objective and Multiple Choice questions on various topics of One hour duration which shall carry a total score of 70 shall be administered online to assess the general suitability of the candidates based on written expression, as mentioned below:

S. No.	Sub-Tests	No. of Questions	Maximum Score	Qualifying Score
i	General Knowledge	15	15	-
ii	General English	15	15	-
iii	Test of Reasoning	25	25	Minimum 10 marks for all categories
iv	Test of Security and Military Knowledge	15	15	-
	<b>Grand Total (a to d)</b>	<b>70</b>	<b>70</b>	Minimum 25 marks for reserved category candidates and 28 marks for unreserved category candidates including minimum 10 marks of Test of Reasoning subject to Clause 7.4 as stated below.

The overall Cut-Off Scores for General and Reserved category candidates for the Online Test shall be decided by the Bank at an appropriate time depending upon the number of District-wise vacancies, actual performance of the candidates, etc. Bank reserves the right to change qualifying criteria depending on the number of District-wise vacancies available. Bank reserves the right to modify the structure of the Tests which will be intimated through its website.

**Notes:**

- a. **Test of Reasoning:** In order to qualify, the candidates irrespective of their reserved category status, shall have to secure a score of minimum of 10 marks in the Test of Reasoning. Candidate not securing the qualifying marks will be rejected out rightly.
- b. **Test of Security and Military Knowledge:** It shall cover Organizational Structure, Navigation, Section level Weapons, Section level tactics, general topics related to Military, Air Force, Navy & Police, use of weapons in relation to right to private defense and legal consequences, etc.
- c. Candidates will not be permitted to appear for the Tests without the following documents:
  - i. Valid Call Letter for the respective date and session of Test;
  - ii. Photo-Identity proof (as specified) in original bearing the same name as it appears on the call letter / application form; and
  - iii. Photocopy of photo-Identity proof as mentioned above.
- d. Candidates reporting late i.e. after the reporting time specified on the call letter for Test will not be permitted to take the Tests.

**E. Physical Fitness Test:**

Candidates who qualify in the Online test and are within the Cut-off scores and who otherwise satisfactorily meet the eligible criteria shall be subject to Physical Fitness Test, as under:

- i. Physical Fitness Test, as detailed below, carrying total score of 30 shall be administered to assess the overall physical fitness of the candidates.

S. No.	Sub-Tests	Components Assessed	Maximum Scores	Qualifying Score
a	Push-Ups	Strength. Upper body muscular endurance and trunk stability	10	5
b	Sit-Ups	Strength of the core body muscles	10	5
c	5 Meter Shuttle Run	Lower body muscular strength, anaerobic power, speed, agility and coordination	10	5
<b>Grand Total</b>			<b>30</b>	<b>15</b>

- ii. Details of each of the Physical Fitness Tests are as under:

Particulars	Scoring Patten vis-à-vis performance			
<b>a. Push Ups</b>				
Timing/Duration	One Minute			
Repetitions	30 & above	21 to 30	15 to 20	14 or below
Scores	<b>10</b>	<b>7</b>	<b>5</b>	<b>Fail</b>
<b>b. Sit Ups</b>				
Timing/Duration	One Minute			
Repetitions	15 & above	11to 15	8 to 10	7 or below
Scores	<b>10</b>	<b>7</b>	<b>5</b>	<b>Fail</b>
<b>c. 5 Meter Shuttle Run</b>				
Timing/Duration	One Minute			
Repetitions	12 & above	10 to 11	8 to 9	7 or below
Scores	<b>10</b>	<b>7</b>	<b>5</b>	<b>Fail</b>

**Notes:**

- a. Prior to and for the purpose of undertaking the Physical Fitness tests, all the eligible candidates shall have to undergo a medical fitness examination to avoid any medical / legal complication.

- b. Candidates, irrespective of their reservation category, will have to compulsorily pass in each of the three physical fitness tests with minimum marks prescribed for each test.
- c. The Physical Fitness Test will be conducted tentatively at the District Headquarters in which the vacancies arise or at any other centres as deem fit by the Bank. Dates of Physical Fitness Test shall be intimated separately.
- d. Candidates will have to undertake the Physical Fitness Test at own risk and cost and the Bank shall not be held responsible for any untoward incident.
- e. Candidates can make only one attempt in each of the Physical Fitness Test and there shall not be any repeat attempts under any circumstances.

## 6. PROVISIONAL APPOINTMENT:

- a. Candidates who have qualified in the various tests after securing qualifying scores and Cut-off scores shall be only placed in the District-wise Select list in the descending order of ranking on the basis of the aggregate scores keeping in view the spirit of guidelines issued by the Government of India on reservation and other relevant policies, administrative exigencies, etc. The First List shall consist of top-most scoring candidates upto 100% of the notified category-wise vacancies. A candidate should be sufficiently high in the merit to be in consideration for the selection and for provisional appointment, which will be done on the basis of final vacancies. Candidates should not claim indicative / tentative vacancies as final for Provisional appointment.
- b. A candidate belonging to SC/ST/OBC category, who is selected on the same standard as applied to General category candidates will be treated as Own Merit candidates. The Government of India, Department of Personnel and Training, vide O.M. no.36011/1/98-Estt-(Res) date 01.07.1998 clarifies that only such SC/ST/OBC candidates who are selected on the same standard as applied to General candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example, in age limit, experience, qualification, permitted number of chances in examination, extended zone of consideration larger than what is provided for General candidates etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies. Own Merit candidates of reserved category will be adjusted against the vacancies of unreserved category and will not be adjusted against a reserved Post.
- c. Merely securing scores higher than the last appointed unreserved category candidate does not entitle a reserved category candidate for provisional appointment under unreserved category. Even though the candidate had not availed any relaxations applicable for reserved category, such candidate will be required to obtain a minimum score in the Online Test and a minimum total score prescribed for unreserved category candidate in various tests taken together and score higher than the last candidate provisionally appointed for the unreserved vacancies.
- d. In the event of two or more candidates having obtained the same score in respect of recruitment for the Post of Armed Guard, merit order shall be decided as per his parent combat or support arms, i.e. Infantry, Artillery, Armoured, Signals and Engineer Regiments and other combat arms, followed by support arms i.e. Army Supply Corps (ASC), Army Ordnance Corps (AOC), Electrical & Mechanical Engineers (EME), Army Medical Corps (AMC), PROVOST and Others in the same order of precedence of Defence forces, arms and services. In case the parent arm of the two candidates is also same, the merit order shall be decided as per the date of birth (the candidate senior in age is placed higher than the candidate junior in age).
- e. The provisional appointment is subject to the candidate fulfilling the eligibility criteria and Identity verification to the satisfaction of the Bank. This does not constitute an offer of employment. Verification of documents with regard to eligibility criteria will be carried out by the Bank.

- f. The Bank will also ascertain Proficiency of Official Language (Reading, Writing and Speaking) of the State / Union Territory for provisionally appointed candidates. The Official Language Proficiency Test comprising of 20 Marks would be administered to only those candidates who have not studied in the Official Language of the State / Union Territory in their school as revealed in their Mark Sheet issued by the School / Board. Candidates will have to secure a Minimum of 07 Marks to qualify in the said Test. Candidates whose Mark Sheet reveals the fact of his / her having studied the Official Language of the State / Union Territory shall be deemed to have the proficiency in the Official Language and will not be subjected to the said Test.
- g. The Bank reserves the right to cancel the candidature on account of deficiency to meet the eligibility criteria. Decision of the Bank here shall be final and binding upon the candidates. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his / her candidature / chance in the process shall stand forfeited.
- h. No change in the data already registered by the candidate in the online application form shall be entertained. Further, a candidate who is provisionally appointed will forfeit his / her candidature for the process, if he / she does not avail the offer of appointment from the Bank.
- i. A Wait List to the extent of 100 per cent of the vacancies under each category with a minimum of 1 candidate for each reserved category may be kept, subject to availability of candidates. This does not guarantee provisional appointment to / recruitment by the Bank. The Wait List shall be valid for a period of one year from the date of declaration of final results of the respective process or till all the vacancies identified for the process are filled in and will expire automatically thereafter without any notice. Candidates who are not provisionally appointed or not in the Wait list will not be considered for the current process.
- j. Prescribed Formats of SC, ST, OBC, PWD certificates, Proforma A, B, C, D as applicable for Ex-Servicemen as mentioned in the Annexures and can also be downloaded from the Bank's Website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

**7. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF APPEARING FOR THE PHYSICAL FITNESS TEST (as applicable):**

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of joining. In the absence of valid documents, candidature of the candidates shall be cancelled.

- a. Valid system generated printout of the online application form registered for the recruitment process as also the call letter for the fitness test.
- b. Proof of Date of Birth as recorded in School Leaving Certificate / Transfer Certificate / Certificate of Domicile / Birth Certificate issued by the Competent Municipal Authorities.
- c. Photo Identity Proof such as Passport, Voter Identity card issued by Election Commission of India, Driving Licence, Permanent Account Number (PAN) Card, UIDAI Card (Aadhar), MNREGA Card duly signed by an Officer of the State Government, ID Card with Applicant's photograph issued by Central Government or State Government Departments, Statutory or Regulatory bodies, Public Sector Undertakings, Scheduled Commercial Banks and Public Financial Institutions.
- d. Proof of Domicile District containing address as recorded in Utility bills not older than 2 months old such as Electricity, Telephone, Post Paid Mobile Phone, Piped Gas, Water, Property or Municipal Tax Receipt, Pension or Family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Units / Undertakings, Bank Account or Post Office Savings Bank Account statement or Pass Book, Passport, Voter Identity card issued by Election Commission of India, Permanent Driving Licence, UIDAI Card (Aadhar), MNREGA Card duly signed by an

- Officer of the State Government, Documents issued by Government department of Foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.
- e. Certificate of Citizenship / Eligibility, as the case may be, in respect of countries mentioned at Point no. 3 above of this notification.
  - f. Caste Certificate issued by the Competent Authority as stipulated by the Government of India in the case of SC/ST/OBC category candidates.  
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.
  - g. Ex-Servicemen candidates:
    - i. Candidates who are released / retired from Armed Forces are required to submit a certificate as Proforma A. Such Ex-Servicemen candidates have to produce a copy of the Military Discharge Certificate / Military Discharge Book / Pension Payment Order and documentary proof of rank last / presently held (substantive as well as acting) at the time of joining.
    - ii. Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit Proforma B from the Competent Authority showing his / her date of completion of Specific Period of Engagement (SPE) along with the declaration in Proforma C. Such candidates whose SPE is completed on or before the Cut-Off Date are eligible to apply. Such candidates have to submit a release letter and a self-declaration from the candidate that he / she is entitled to benefits admissible to Ex-Servicemen as per Government of India rules.
    - iii. Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit certificate as per Proforma D.
  - h. Candidates serving in Government / Quasi Government offices / Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of joining, in the absence of which, their candidature will not be considered and travelling expenses, if any, otherwise admissible will not be paid.
  - i. Widowed, divorced women and women legally separated from their husbands who have not remarried and who are eligible for age relaxation must produce the Death Certificate of husband / documents in support of Divorce or Judicial Separation and an affidavit declaration that they are not remarried.
  - j. Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989 must produce the Domicile Certificate from the District Jurisdiction where 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 domiciled in the State of Jammu & Kashmir during the period from 01.01.1986 to 31.12.1989.
  - k. Persons affected by 1984 riots must produce a Certificate from the District magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Department of Financial Services communication F.No. 9/21/2006-IR dated 27.07.2007.
  - l. Regular employees of the Union Carbide Factory, Bhopal retrenched from service (Applicable for Madhya Pradesh State only) and eligible for Age relaxation must produce an affidavit / certificate in support of their claim.
  - m. Persons who are subject of Nepal or Bhutan, a Tibetan Refugee who came over to India before 01.01.1962 with the intention of permanently settling in India, or a Person from Indian Origin who 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, should produce a Certificate of eligibility issued by the Government of India.
  - n. Mark Sheet, Passing Certificate, School Leaving Certificate, Transfer Certificate (if any), issued by the competent Authorities, in support of their educational qualifications.
  - o. Any other relevant document in support of eligibility.



**Note:- Candidates will not be allowed to join the Bank if he / she fails to produce the relevant eligibility documents as mentioned above.**

**8. TEST CENTERS:**

- a. The Test(s) may be held at the following centres and the address of the venue will be advised in the call letters. Bank, however, reserves the right to cancel any of the Test Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- b. The Online Test will be conducted online tentatively at the following places:

<b>Name of the Test Centres</b>	<b>Name of the State / Union Territory</b>
Guntur	Andhra Pradesh
Dibrugarh	Assam
Guwahati	Assam
Patna	Bihar
Chandigarh - Mohali	Chandigarh
Delhi& New Delhi	Delhi NCR
Ahmedabad - Gandhi Nagar	Gujarat
Rajkot	Gujarat
Surat	Gujarat
Vadodara	Gujarat
Panipat	Haryana
Jammu	Jammu & Kashmir
Srinagar	Jammu & Kashmir
Ranchi	Jharkhand
Belgaum	Karnataka
Kochi	Kerala
Kozhikode	Kerala
Thiruvananthapuram	Kerala
Bhopal	Madhya Pradesh
Jabalpur	Madhya Pradesh
Satna	Madhya Pradesh
Mumbai/Thane/Navi Mumbai	Maharashtra
Sambhalpur	Odisha
Amritsar	Punjab
Bhatinda	Punjab
Ludhiana	Punjab
Chennai	Tamil Nadu
Coimbatore	Tamil Nadu
Madurai	Tamil Nadu
Hyderabad	Telangana
Karimnagar	Telangana
Agra	Uttar Pradesh
Gorakhpur	Uttar Pradesh
Kanpur	Uttar Pradesh
Lucknow	Uttar Pradesh
Meerut	Uttar Pradesh
Dehradun	<u>Uttarakhand</u>
Durgapur	West Bengal
Greater Kolkata	West Bengal

Dates of Online Test shall be intimated separately.

- c. The full address of the Test Centre and the Date of Test will be advised to the applicants though the Call Letter alongwith the Handout, which can be downloaded from the Bank's website.

- d. Candidates are advised to regularly keep in touch with the Bank's website '[www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)' under "Recruitments" link for details and updates.
- e. No request for change of category, centre or any other personal details shall be entertained after submission of the application.
- f. Bank, however, reserves the right to prepone / postpone / reschedule / cancel the date of the Test or the Test centres and / or add some other centres, at its sole discretion, depending upon the response, administrative feasibility, etc.
- g. Bank, also reserves the right to allot the candidate to any centre other than the one he / she has opted for and a candidate may be allocated a centre outside the State / Union Territory / District for which vacancies, he / she is applying.
- h. Candidate will appear for the Test Centre at his / her own risk and expenses and the Bank will not be responsible for any injury or losses, etc., of any nature.
- i. Any unruly behavior / misbehavior in the Test Centre may result in cancellation of candidature.

## 9. IDENTITY VERIFICATION:

### a. 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 identity of the candidate is in doubt the candidate may not be allowed to appear for the Test.

- b. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- c. 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.

### d. Biometric Data - Capturing and Verification:

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Tests. It may be noted that the biometric data and photograph will be captured / verified on the following occasions -

- i. Before the start of the Main examination it will be captured;
  - ii. At the end of Main examination before leaving the exam hall / lab;
  - iii. At the time of appearing for the Physical Fitness Test;
  - iv. At the time of joining, if provisionally allotted.
- e. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
  - f. Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.
  - g. Candidates are requested to take care of the following points in order to ensure a smooth process.

- i. If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the Test / joining day.
- ii. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- iii. Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- iv. If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the Test centre. In such cases impression of other fingers, toes etc may be captured.

## 10. HOW TO APPLY:

### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

**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 tests through the registered e-mail ID and/or by post. 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.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)Rs. 100/- (Rupees One Hundred only)** for the ex-servicemen candidates irrespective of their category.

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

#### **A. Application Procedure**

1. 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 "Armed Guard Recruitment 2018-19" and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
2. 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.
3. 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.

4. 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.
5. 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.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. 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".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. 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.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## B. PAYMENT OF FEES

### ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. 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.
6. Candidates are required to take a printout of the e-Receipt and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

#### Note:

- a. 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.

**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.

- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.

#### **11. GENERAL INSTRUCTIONS:**

- a. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc., at the time of Test. No document shall be directly sent to Bank by candidates before or after the online Test(s).
- b. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- c. All the candidates who wish to apply are hereby informed that providing AADHAR number or AADHAR Enrolment number in the application, is optional.
- d. A Candidate's admission / shortlisting to the Online Test / Physical Fitness Test and subsequent processes are strictly provisional. The mere fact that the call letter(s)/ provisional appointment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in the Bank, his/her services are liable to be summarily terminated.
- e. Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Test, verification etc. and any other matter relating to the recruitment process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Bank in this regard. Bank takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.
- f. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- g. Multiple attendance/ appearances in the online examination will be summarily rejected/ candidature cancelled.

- h. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- i. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- j. The candidate should indicate in the online application the District to which he/she opts for provisional appointment on selection. The option once exercised will be irrevocable.
- k. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- l. Any request for change of date, time and venue for the Test(s) will not be entertained.
- m. Any request for change of address, details mentioned in the online application form will not be entertained.
- n. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Bank's website shall prevail.
- o. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind.
- p. A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- q. The possibility of occurrence of some problem in the administration of the Test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test etc. Conduct of a re-exam is at the absolute discretion of Bank. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- r. Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- s. Appointment of candidates is subject to his/her being declared medically fit, as per any other requirements of the Bank and subject to service and conduct rules of the Bank. Decision of Bank will be final and binding on candidates.
- t. Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- u. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form or by post.
- v. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, correspondence address, technical fault or otherwise, beyond the control of Bank and candidates are advised to keep a close watch on the authorized Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) for latest updates.
- w. **Following items are not allowed inside the examination centre:-**
  - i. Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
  - ii. Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, etc.
  - iii. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
  - iv. All ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
  - v. Any watch/Wrist Watch, Camera, etc.

- vi. Any metallic item
- vii. Any eatable item opened or packed, water bottle etc.
- viii. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.
- x. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.
- y. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Bank and/or any agency engaged with conduct of the Test shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates.

## **12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of Test, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of -

- a. using unfair means, or
- b. impersonating or procuring impersonation by any person, or
- c. misbehaving in the Test Venue or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or
- d. resorting to any irregular or improper means in connection with his/ her candidature, or
- e. obtaining support for his/ her candidature by unfair means, or
- f. carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution,

is liable :-

- i. to be disqualified from the Test for which he/ she is a candidate.
- ii. to be debarred either permanently or for a specified period from any examination conducted by Bank.
- iii. for termination of service, if he/ she has already joined the Bank.

### **Important:**

Bank would 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 Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

## **13. CALL LETTERS & ANNOUNCEMENTS:**

- a. The Centre, venue address, date and time for the Test(s) shall be intimated in the respective Call Letter.
- b. An eligible candidate should download his/her call letter from the authorized Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) by entering his/ her details i.e. Registration Number and Password/Date of Birth.

- c. Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form or by post. Bank will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS / by post to the candidate due to change in the mobile number, email address, correspondence address, technical fault or otherwise beyond the control of Bank. Candidates are hence advised to regularly keep in touch with the authorized Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) from time to time for details, announcements, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

**14. DISCLAIMER :**

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear for any exams of the Bank in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. The Bank reserves the right to cancel the conduct of this recruitment process without assigning any reason.

15. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**MUMBAI**  
**DATED: 21.01.2019**

**GENERAL MANGER (HR)**



## ANNEXURE-I

## Tentative District-wise, Category-wise Vacancies of Armed Guard

SN	District	State	No. of Vacancies	SC	ST	OBC	UR
1	Guntur	Andhra Pradesh	2	1			1
2	Barpeta	Assam	2				2
3	Dibrugarh	Assam	1				1
4	Kamrup	Assam	1				1
5	Begusarai	Bihar	2	1	1		
6	Patna	Bihar	1	1			
7	Chandigarh	Chandigarh	2				2
8	Delhi	Delhi	2		1	1	
9	Ahmedabad	Gujarat	1			1	
10	Gandhinagar	Gujarat	1			1	
11	Kheda	Gujarat	1			1	
12	Rajkot	Gujarat	2			1	1
13	Surat	Gujarat	2	1			1
14	Vadodara	Gujarat	1			1	
15	Panipat	Haryana	1			1	
16	Jammu	Jammu & Kashmir	2			1	1
17	Srinagar	Jammu & Kashmir	2		1		1
18	Giridih	Jharkhand	2				2
19	Belgaum	Karnataka	1		1		
20	Ernakulam	Kerala	3	1		1	1
21	Idukki	Kerala	3		1	1	1
22	Kozhikode	Kerala	1				1
23	Thiruvananthapuram	Kerala	1				1
24	Bhopal	Madhya Pradesh	1		1		
25	Jabalpur	Madhya Pradesh	1	1			
26	Singrauli	Madhya Pradesh	2	1	1		
27	Mumbai	Maharashtra	14	1	10	1	2
28	Sambhalpur	Odisha	8		3	1	4
29	Amritsar	Punjab	1				1
30	Ferozpur	Punjab	1				1
31	Hoshiarpur	Punjab	3	1		1	1
32	Ludhiana	Punjab	2			1	1
33	Pathankot	Punjab	1				1
34	Chennai	Tamil Nadu	2				2
35	Coimbatore	Tamil Nadu	1				1
36	Madurai	Tamil Nadu	1				1
37	Hyderabad	Telangana	1				1
38	Karimnagar	Telangana	1			1	
39	Agra	Uttar Pradesh	2	2			
40	Gorakhpur	Uttar Pradesh	3	2	1		
41	Kanpur	Uttar Pradesh	2	1	1		
42	Lucknow	Uttar Pradesh	1	1			
43	Mau	Uttar Pradesh	2	1	1		
44	Meerut	Uttar Pradesh	2	1	1		
45	Dehradun	Uttarakhand	1		1		
46	Nainital	Uttarakhand	1				1
47	Bardhaman	West Bengal	3	1		2	
48	Kolkata	West Bengal	6	1	1	4	
	<b>Total</b>		<b>100</b>	<b>19</b>	<b>26</b>	<b>21</b>	<b>34</b>

Abbreviations:

SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, UR-Unreserved

**Note:**

- a. The number of vacancies is tentative and can be changed at sole discretion of the Bank.
- b. The category-wise breakup of the vacancies includes backlog vacancies of various reserved categories as per extant Government of India guidelines.
- c. All vacancies are horizontally reserved for Ex-Servicemen who only can apply for the Post.
- d. The Post of Armed Guard is not an identified Post for Persons with Disabilities (PwDs) in the Bank and hence reservation of vacancies is not available to them.
- e. Candidates belonging to SC Category can also apply for un-reserved vacancies. However, guidelines applicable to candidates belonging to unreserved category would apply. Reservation shall be provided as per Government guidelines.



**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/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice 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.

**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:  
Date :

[With seal of Office]  
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.

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

**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

\* - 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.

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

(Prescribed proforma subject to amendment from time to time)

1. It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in Army/Navy/Air Force.
2. He has been released from military services :
  - % a) on completion of assignment otherwise than
    - i. by way of dismissal, or
    - ii. by way of discharge on account of misconduct or inefficiency, or
    - iii. on his own request, but without earning his pension, or
    - iv. he has not been transferred to the reserve pending such release.
  - %b) on account of physical disability attributable to Military Service.
  - %c) on invalidment after putting in at least five years of Military service
3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place :

Signature, Name and Designation of the Competent Authority \*\*

Date:

SEAL

*% Delete the paragraph which is not applicable.*

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- a. In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- b. In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : CABS, Mumbai; Air Force : Air Force Records, New Delhi.



PROFORMA - B

Form of Certificate for Serving Personnel  
(Applicable for serving personnel who are due to be released within one year)

(Prescribed proforma subject to amendment from time to time)

1. It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
is serving in the Army/Navy/Air Force from \_\_\_\_\_.
2. He is due for release/retirement on completion of his specific period of assignment on or before \_\_\_\_\_.
3. No disciplinary case is pending against him

Place :

Signature, Name and Designation of the Competent Authority \*\*

Date:

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- a. In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- b. In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : CABS, Mumbai; Air Force : Air Force Records, New Delhi.

**PROFORMA - C**

**Undertaking to be given by serving Armed Force personnel  
who are due to be released within one year**

**(Prescribed proforma subject to amendment from time to time)**

1. I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

**Place :**

**Date :**

**Signature and Name of Candidate**

PROFORMA - D

Form of Certificate applicable for Serving Armed Force Personnel  
who have already completed their initial assignment and are on extended assignment

(Prescribed proforma subject to amendment from time to time)

1. It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_
2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place :

Date :

Signature, Name and Designation of the Competent Authority \*\*

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- a. In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- b. In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : CABS, Mumbai; Air Force : Air Force Records, New Delhi.