

यूको बैंक

(भारत सरकार का उपक्रम)

सम्मान आपके विश्वास का



UCO BANK

(A Govt. of India Undertaking)

Honours Your Trust

मानव संसाधन प्रबंधन विभाग  
Human Resources Management Department  
प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
Head Office 10 BTM Sarani Kolkata-700001  
दूरभाष Phone: 033-4455 7379  
ई मेल e-mail :hohrd.calcutta@ucobank.co.in

Date: 05.12.2023

**RECRUITMENT OF SPECIALIST OFFICERS CONTRACTUAL BASIS**  
**ADVERTISEMENT NO: HO/HRM/RECR/2023-24/COM-43**

**DATE FOR RECEIPT OF OFFLINE APPLICATION & PAYMENT OF FEES: FROM 05.12.2023 TO 27.12.2023**

UCO Bank invites offline application from qualified and experienced professional for various positions in bank on **contractual basis**. Candidates are requested to apply Offline as per the application format given on Bank's website [www.ucobank.com](http://www.ucobank.com) -> [career](#) -> [Recruitment Opportunities](#)

1. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. The applicant to deposit fee with the Bank through internet banking/NEFT on or before the last date for payment of fee.
3. **Candidates are required to attach all required documents (age proof, educational qualification, experience etc.) failing which their candidature will not be considered for written test/interview.**
4. Written test / Short-listing and interview / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/ documents as and when called by the Bank.
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will not be allowed to appear for the interview.
6. Candidates are advised to check Bank's website [www.ucobank.com](http://www.ucobank.com) -> [career](#) regularly for details and updates (including the list of shortlisted/ selected candidates). The Call letter/ advise, where required, will be sent by e-mail only (No hard copy will be sent). **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
7. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
8. Hard copy of application & other documents to be sent to this office.

**The eligibility and terms of service is furnished hereunder:**

Sl	Post	Vacancies	Age (in years) as on 01.11.2023	Educational Qualification	Experience
1.	<b>Assistant General Manager - Digital Lending (Contractual)</b>	<b>01</b>	25-35	Professional Qualification like B.E., B.Tech., B.Sc., M.Tech, M.E, M. Sc. in IT / Computer Science/ Electronic & Communication, BCA, MCA from institutions recognized / approved by Govt. bodies / AICTE / UGC. Candidates with Master in Business Administration with specialization in Finance/ Digital Lending/ Data Analytics /Business Analytics etc. from institute recognized / approved by Govt. bodies / AICTE/ UGC will be given preference	Minimum 10 years of overall experience with relevant experience in designing customer journeys/ implementation and leading process teams in the area of customer experience in financial sector

2.	<b>Chief Manager - Fintech Management (Contractual)</b>	<b>01</b>	25-35	<p>Professional Qualification like B.E., B. Tech, B.Sc., M. Tech, M.E, M.Sc. in IT / Computer Science/Electronics &amp; Communication, BCA, MCA from institutions recognized / approved by Govt. bodies / AICTE / UGC.</p> <p>Candidates with qualification/certification in Artificial intelligence, Fintech, Block Chain, Payment System, Digital transformation etc. will be given preference.</p>	<p>Minimum 8 years of overall experience with relevant experience in digital strategic partnerships and Fintech partnership / management preferably for a Bank / financial organization</p>
3.	<b>Chief Manager - Digital Marketing (Contractual)</b>	<b>01</b>	25-35	<p>Full time MBA / PGDM / PGDBM or its equivalent with specialization in Marketing from institutions recognized / approved by Govt. bodies/AICTE/UGC.</p> <p>Candidates with Qualification /Certification in Marketing on different media platforms e.g., Brand &amp; Media etc. / Digital Marketing or certification in Digital marketing/Ads from Google/Facebook etc. will be given preference.</p>	<p>Minimum 8 years of overall experience with relevant experience in leading a Digital Marketing team. Candidates with experience of leading a Digital Marketing team in Bank / Fintech organizations along with experience in product marketing using digital media platform, with specific experience in search and display, Search Engine Optimisation, Search Engine Marketing, Social Media Marketing, Influencer/ paid marketing and facilitating designing of creative digital communications will be given preference.</p>
4.	<b>Sr. Manager - Network Administration (Contractual)</b>	<b>02</b>	25-35	<p>Professional Qualification like B.E. B. Tech, B. Sc, BCA, M. Tech, M.E, MCA, M. Sc. in IT Computer Science / Electronic &amp; Communication Engg., from institutions recognized / approved by Govt. bodies / AICTE / UGC. Certification in CCNA/ CCNP/ CISP/ CEH</p>	<p>Minimum 4 years of overall experience with at least relevant experience in network administration preferably in a bank / financial institution.</p>
5.	<b>Manager - Network Administration (Contractual)</b>	<b>08</b>	25-35		<p>Minimum 2 years of overall experience with at least relevant experience in network administration preferably in a bank / financial institution.</p>
6.	<b>Sr. Manager - Database Administration (Contractual)</b>	<b>02</b>	25-35	<p>Professional Qualification like B.E. B. Tech, B. Sc BCA, M. Tech, M.E, MCA, M. Sc. in IT Computer Science / Electronic &amp; Communication Engg., from institutions recognized / approved by Govt. bodies /</p>	<p>Minimum 4 years of overall experience with at least relevant experience in Database administration preferably in a bank / financial institution.</p>
7.	<b>Manager - Database</b>	<b>03</b>	25-35		<p>Minimum 2 years of overall experience with at least relevant experience in</p>

	<b>Administration (Contractual)</b>			AICTE / UGC. Candidates having proficiency in coding, OCP, SQL, Python be given preference	Database administration preferably in a bank / financial institution.
8.	<b>Sr. Manager - Merchant Onboarding (Contractual)</b>	<b>01</b>	25-35		Minimum 4 years of overall experience with at least relevant experience in running, managing & implementing Digital Platforms for merchants like POS, Payment Aggregator/ Gateway, QR Code, ERP, Online Fee Collection solutions preferably in a Bank / financial institution / technology startup
9.	<b>Manager - Merchant Onboarding (Contractual)</b>	<b>03</b>	25-35	Professional Qualification like B.E., B.Tech. B.Sc., M.Tech, M.E, M. Sc. in IT / Computer Science/ Electronics & Communication, BCA, MCA from institutions recognized / approved by Govt. bodies / AICTE / UGC.  Candidates with Certification/ Diploma / Degree in Commerce / Business Administration with specialization in Digital Payments/ Fintech from institute recognized / approved by Govt bodies / AICTE / UGC will be given preference.	Minimum 2 years of overall experience with at least relevant experience in running, managing & implementing Digital Platforms for merchants like POS, Payment Aggregator/ Gateway, QR Code, ERP, Online Fee Collection solutions preferably in a Bank / financial institution / technology startup
10.	<b>Assistant Manager - Merchant Onboarding (Contractual)</b>	<b>02</b>	25-35		Minimum 1 years of overall experience with at least relevant experience in running, managing & implementing Digital Platforms for merchants like POS, Payment Aggregator/ Gateway, QR Code, ERP, Online Fee Collection solutions preferably in a Bank / financial institution / technology startup
11.	<b>Sr. Manager - Innovation &amp; Emerging Technology (Contractual)</b>	<b>01</b>	25-35	Professional Qualification like B. E, B.Tech, B.Sc, BCA, in IT/ Computer Science/M.Tech, M.E, MCA, M.Sc. Electronic & Communication, from Institutions recognized / approved by Govt. bodies / AICTE/UGC.  Candidates with qualification/ certification in Artificial Intelligence, Big Data, Fintech, Data / Business Analytics, Data	Minimum 4 years of overall experience with at least relevant experience of launching and managing innovative technology solutions preferably in a bank / financial institution / technology startup
12.	<b>Manager - Innovation &amp; Emerging</b>	<b>03</b>	25-35		Minimum 2 years of overall experience with at least relevant experience of launching and managing

	<b>Technology (Contractual)</b>			Science, Digital transformation etc. will be given preference	innovative technology solutions preferably in a bank / financial institution / technology startup
13.	<b>Assistant Manager - Innovation &amp; Emerging Technology (Contractual)</b>	<b>02</b>	25-35		Minimum 1 years of overall experience with at least relevant experience of launching and managing innovative technology solutions preferably in a bank / financial institution / technology startup
14.	<b>Sr. Manager - Software Developer (Contractual)</b>	<b>02</b>	25-35	Professional Qualification like B.E. B. Tech, B. Sc BCA, M. Tech, M.E, MCA, M. Sc. in IT Computer Science / Electronic & Communication Engg., from institutions recognized / approved by Govt. bodies / AICTE / UGC.	Minimum 4 years of overall experience with at least relevant experience in Software development in Java/ JSP/ API/ Android/ IOS preferably in a bank / financial institution.
15.	<b>Manager - Software Developer (Contractual)</b>	<b>13</b>	25-35	Certification in JAVA/ Android/ IOS	Minimum 2 years of overall experience with at least relevant experience in Software development in Java/ JSP/ API/ Android/ IOS preferably in a bank / financial institution.
16.	<b>Manager - MIS &amp; Report Developer (Contractual)</b>	<b>06</b>	25-35	Full time degree B.E. B. Tech, B. Sc, BCA, M. Tech, M.E, MCA, M. Sc. in IT Computer Science/ Electronic & Communication Engg., from institutions recognized / approved by Govt. bodies / AICTE / UGC.  <b>Certifications (Preferred):</b> Certification on Web technologies. Dot Net certification from Microsoft. Java Basic certification or higher from Oracle. or any other Web technology Certification from reputed Institute. Advanced Cloud Certification from any of the IT service providers.	Minimum 5 years (post-basic qualification) work-experience in Software development in IT sector / industry/ Bank  <b>Preferable Job knowledge:</b> <ul style="list-style-type: none"><li>• Java 8.0 or .Net 3.0 and above</li><li>• Database: Oracle 12c or 19c</li><li>• Knowledge of .Net MVC, .NET Core</li><li>• UI &amp; Web based Report Development</li><li>• Knowledge on advance PL/ SQL.</li><li>• OS: Linux, Windows</li><li>• Infrastructure (Hardware, Server, network devices etc.) knowledge</li><li>• Sound analytic Knowledge</li></ul>
17.	<b>Manager - Data Analyst (Contractual)</b>	<b>04</b>	25-35	Full time degree B.E./ B. Tech. in Computer Science/ IT/ Data Science/ Artificial Intelligence & Machine Learning/ MCA or Master Degree in Economics/ Statistics from any Institute/ College/ University recognized/ approved by Govt. bodies/	Minimum 5 years (post-basic qualification) experience in IT sector /Banking industry, out of which at least 3 years' experience in Data Analytics Project for Banking Industry or any

				<p>AICTE/ UGC with minimum 60% marks or equivalent grade.</p> <p>Candidate should have certification in Data Analysis from reputed Institution. Preference will be given to candidate having SAS certification on Data Analysis.</p>	Public sector Organisation.
18.	<b>Manager - Data Scientist (Contractual)</b>	<b>04</b>	25-35	<p>Full time degree B.E./ B. Tech. in Computer Science/ IT/ Data Science/ Artificial Intelligence &amp; Machine Learning/ MCA or Master Degree in Economics/ Statistics from any Institute/ College/ University recognized/ approved by Govt. bodies/ AICTE/ UGC with minimum 60% marks or equivalent grade. Candidate should have certification in Data Science from reputed Institution. Preference will be given to candidate having SAS certification on Data Science.</p>	Minimum 5 years of post-basic qualification experience in IT sector / Banking industry, out of which at least 3 years' experience in Data Science Project for Banking Industry or any Public sector Organization.
19.	<b>Fire Officer (Contractual)</b>	<b>01</b>	25-40	<p>Graduate with either B.E.(Fire) from National Fire Service College, Nagpur (NFSC) or Grade-I from India/UK or Station Officer's Course from NFSC with 03 (three) years' experience Or Sub-Officer's course from NFSC with 05(five) years' experience</p>	Minimum 5 years of experience working as Fire Officer with any PSU/ "Navaratna Industry"/ Private Organization
20.	<b>Manager Economist - (Contractual)</b>	<b>04</b>	25-35	<p>A Post graduation degree in Economics/ Econometrics/ Business Economics/ Applied Economics/ Financial Economics/ Industrial Economics/ Monetary Economics from a recognized University with minimum 60% marks</p>	Minimum two years of experience in relevant field
21.	<b>Manager - Law (Contractual)</b>	<b>13</b>	25-35	<p>Full time three years bachelor's degree in law (LLB) or five years integrated LLB with minimum 60% marks from a National Law School or a recognized University Candidate should be enrolled as an Advocate in any State Bar Council</p>	Minimum 3 years of experience as Law Officer in any Banks/ Financial Institution/ Central or State Govt. Department/ NBFCs
22.	<b>Manager - Credit (Contractual)</b>	<b>50</b>	25-35	<p>Chartered Accountant (CA) from Institute of Chartered Accountants of India Or Cost Management Accountant-CMA (ICWA) from Institute of Cost Accountants of India</p>	Minimum 2 years of experience in Credit preferably in Banks / Financial Institution

**Roles & Responsibilities and Skill set required are appended as Annexure-I**

**Reservation in Posts:**

Sl	POST	SC	ST	OBC	EWS	UR	TOTAL	Out of which PWBD			
								OC	VI	HI	ID & Others
1.	Assistant General Manager Digital Lending	-	-	-	-	01	01	-	-	-	-
2.	Chief Manager Fintech Management	-	-	-	-	01	01	-	-	-	-
3.	Chief Manager Digital Marketing	-	-	-	-	01	01	-	-	-	-
4.	Sr. Manager Network Administration	-	-	-	-	02	02	-	-	-	-
5.	Manager Network Administration	01	-	02	-	05	08	-	-	-	-
6.	Sr. Manager - Database Administration	-	-	-	-	02	02	-	-	-	-
7.	Manager - Database Administration	-	-	-	-	03	03	-	-	-	-
8.	Sr. Manager Merchant Onboarding	-	-	-	-	01	01	-	-	-	-
9.	Manager Merchant Onboarding	-	-	-	-	03	03	-	-	-	-
10.	Assistant Manager Merchant Onboarding	-	-	-	-	02	02	-	-	-	-
11.	Sr. Manager Innovation & Emerging Technology	-	-	-	-	01	01	-	-	-	-
12.	Manager Innovation & Emerging Technology	-	-	-	-	03	03	-	-	-	-
13.	Assistant Manager Innovation & Emerging Technology	-	-	-	-	02	02	-	-	-	-
14.	Sr. Manager- Software Developer	-	-	-	-	02	02	-	-	-	-
15.	Manager – Software Developer	01	-	03	01	08	13	-	-	-	-
16.	Manager- MIS & Report Developer	-	-	01	-	05	06	-	-	-	-
17.	Manager - Data Analyst	-	-	01	-	03	04	-	-	-	-
18.	Manager - Data Scientist	-	-	01	-	03	04	-	-	-	-
19.	Fire Officer	-	-	-	-	01	01	-	-	-	-
20.	Manager Economist	-	-	01	-	03	04	-	-	-	-
21.	Manager Law	01	-	03	01	08	13	-	-	-	-
22.	Manager Credit	07	03	13	05	22	50	01	01	-	-
<b>Total</b>		<b>10</b>	<b>03</b>	<b>25</b>	<b>07</b>	<b>82</b>	<b>127</b>	<b>01</b>	<b>01</b>	<b>-</b>	<b>-</b>

**Abbreviations stand for: SC- Scheduled Caste, ST- Schedule Tribe, OBC- Other Backward Classes, EWS- Economically Weaker Section, UR- Unreserved, PWBD- Persons with Benchmark Disability, OC- Orthopedically Challenged, HI-Hearing Impaired, VI-Visually Impaired, ID- Intellectually Disabled. Vacancies mentioned above include backlog vacancies.**

Please note that change of category submitted by the applicant will not be permitted at any stage.

- Candidates belonging to OBC category but coming in the 'creamy layer' and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI/ID) as applicable.
- Benefit of reservation under EWS category is permissible only upon production of an 'Income and Asset Certificate' issued by a Competent Authority in the format prescribed.

- Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC/EWS/PWBD category, while submitting their application/s.
- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Maximum age indicated is for General category candidates.
- Relaxation in upper age limit will be available as detailed below:

<b>Category</b>		<b>Age relaxation</b>
Scheduled Caste/Scheduled Tribe		5 years
Other Backward Classes (Non- creamy layer)		3 years
Persons With Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016"		10 years
Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per Government guidelines		5 years
<b>6</b>	<b>Remuneration</b>	Remuneration will be offered bases on candidates's qualification, overall suitability and market benchmarks for respective posts, and shall not be a limiting factor for suitable candidates.
<b>7</b>	<b>Location of Office</b>	Bank reserves the right to post the selected candidate as per Bank's requirement. Only Candidates willing to serve anywhere in India, should apply.
<b>8</b>	<b>Nationality/ Citizenship</b>	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 Jan.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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/interview/selection process conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.
<b>9</b>	<b>Mode of Selection</b>	<p>I. Selection will be based on written test/ short listing and subsequent round of Personal Interview and/or any other selection method.</p> <p>II. Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.</p> <p>III. The Bank reserves its right to call candidates in a particular ratio, as its sole discretion, as per Bank's requirement.</p> <p>IV. Adequate candidates as decided by the Bank will be shortlisted based on their eligibility, experience, qualification. Most suitable candidates will be called for selection process hence, mere satisfying the eligibility norms do not entitle a candidate to be called for selection process.</p> <p>V. The qualifying marks in Interview/written exam will be decided by the Bank.</p> <p>VI. In case more than one candidate scores the same cut off marks, such candidates will be ranked according to their age in descending order.</p> <p>VII. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfil the eligibility criteria as may be required for the post.</p> <p>Note : Based on the number of applications received, the Bank will decide whether the selection will be made through only interview or written exam and interview both.</p>
<b>10</b>	<b>Application Fees (Non-Refundable)</b>	

**For General, EWS and OBC candidates :** Rs. 800/-

**For SC, ST & PWD candidates :** Exemption from payment of fee

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking /NEFT (Non-Refundable). The Reference number/UTR Number shall be specified in the Application form.

No other mode of payment is acceptable.

**Account Name: "UCO BANK CONTRACTUAL RECRUITMENT PROJECT 2023"**

**Account No: 01900210020081**

**Bank & Branch: UCO Bank, Kolkata Main**

**Type: Current Account**

**IFSC Code: UCBA0000190**

Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained

Fee payment will have to be made through INTERNET BANKING/ NEFT only.

**11 Tenure of Engagement For Contractual Positions:**

- The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.
- His / Her engagement on contract is for a specific period of **three (03)**, with periodic performance review and as such should not be construed as an offer of employment or a regular employment in the Bank.
- Unless the Bank extends the contract for further period, on completion of the contractual period of **03 year**, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period

**Procedure for Application: OFFLINE**

1. **Candidates are required to have a valid Personal E-Mail ID and Contact Number.** It should be kept active till completion of this recruitment project. Bank may send call letters for personal interview and/or Selection Process on the registered E-Mail ID. In case, a candidate does not have a valid personal E-Mail ID, he/she should create his/her personal E-Mail ID before applying.
2. Application complete in all respect as per prescribed format (Annexure –II) along with copies of self-attested certificates.
3. Last date for receipt of **offline application** (hard copies through post) is **27.12.2023**. No application shall be entitled online and beyond the stipulated date.
4. Incomplete applications or non-supported documents shall be rejected.
5. **Mode of Application:** Application (**Annexure-II**) shall be submitted by Offline Mode with enclosed certificates and fees payment details in an appropriate envelope super scribing "**Application for the post of Specialist Officer on contractual Basis (Mention name of Post applied)**" & addressed to:

**General Manager,UCO Bank, Head Office, 4<sup>th</sup> Floor, H. R. M Department,  
10, BTM Sarani, Kolkata, West Bengal – 700 001**

**Documents to be enclosed with application forms:**

- A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidate and be forwarded.
- Self-attested Certificate of age, category, educational qualification, experience etc
- **Candidates are advised to carefully fill in the application form themselves as no change in any of the data filled in the application form will be possible/ entertained. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in the application form and ensuring that the same are correct prior to submission as no change is possible after submission.**

**GUIDELINES FOR FILLING OFFLINE APPLICATION:**

1. Candidates should visit Bank's website [www.ucobank.com](http://www.ucobank.com) ->career ->**Recruitment Opportunities** and download application format and pay the application fee using online payment/ NEFT.



2. The name of the candidate should be spelt correctly in the application as it appears in OVD/certificates/Mark sheets. Any change/alteration may disqualify the candidature. An application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
3. Candidates shall also be required to attach supporting documents such as date of birth proof, qualifications certificates, experience certificates along with application form.

**GENERAL INFORMATION: -**

1. Before applying for the post, candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete filling up of application form and submit the same as per the instructions given in this regard. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility.
2. Candidate should indicate the percentage obtained to the nearest two decimals in the application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in the application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter-alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
3. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this notice, including criteria for qualifying/method and procedure for selection.
4. Only those candidates who fulfil the eligibility criteria will be called for interview and shall be intimated regarding the details via e-mail. Candidates are advised to keep their e-mail ID alive for receiving advices.
5. Candidates will have to produce original certificates for educational qualifications, experience, age, category etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which the candidate will not be allowed for interview and their candidature will be cancelled.
6. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
7. No Travelling Allowance is payable to candidates who are called for interview.
8. Request for change of contact no./address/ email ID/interview centre will not be entertained.
9. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
10. Canvassing in any form will be a disqualification.
11. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Rules & Policies of the Bank.
12. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
13. Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
14. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
15. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
16. Intimations, wherever required will be sent by email and/ sms only to the email ID and mobile number mentioned in the application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website [www.ucobank.com](http://www.ucobank.com) for latest updates.
17. Any dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.

18. **ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on Banks website [www.ucobank.com](http://www.ucobank.com) from time to time.

19. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect / false information 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 without notice. Decision of bank in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this recruitment and would be final.**

**Place: Kolkata**  
**Date: 05.12.2023**

**General Manager**  
**HRM Department**

## Roles &amp; Responsibilities , Skill Set required

<p><b>MANAGER DATA SCIENTIST</b></p>	<p><b>Skill Set required:</b></p> <ul style="list-style-type: none"> <li>• <b>Programming Skills:</b> Proficiency in programming languages like Python and R for data manipulation, analysis, and visualization.</li> <li>• <b>Statistical Knowledge:</b> Understanding of statistics and probability theory to make data-driven decisions.</li> <li>• <b>Machine Learning:</b> Familiarity with machine learning algorithms and techniques for predictive modelling and pattern recognition.</li> <li>• <b>Data Cleaning and Pre-processing:</b> Ability to clean and pre-process raw data for analysis, handling missing values and outliers.</li> <li>• <b>Data Visualization:</b> Skill in creating clear and informative data visualizations using tools like SAS, Matplotlib, Seaborn, or ggplot2.</li> <li>• <b>Domain Knowledge:</b> Depending on the industry, knowledge of the specific domain and its data is often crucial.</li> <li>• <b>Database Management:</b> Experience with SQL and NoSQL databases for data retrieval and storage.</li> <li>• <b>Big Data Technologies:</b> Familiarity with tools like Hadoop and Spark for handling large datasets.</li> <li>• <b>Data Wrangling:</b> Proficiency in data wrangling libraries like Pandas and dplyr for data transformation.</li> <li>• <b>Communication Skills:</b> The ability to communicate findings effectively to both technical and non-technical stakeholders.</li> <li>• <b>Problem-Solving:</b> Strong problem-solving skills to formulate and tackle complex data-related challenges.</li> </ul>
<p><b>MANAGER DATA ANALYST</b></p>	<p><b>Skill Set Required:</b></p> <ul style="list-style-type: none"> <li>• <b>Data Analysis Tools:</b> Proficiency in data analysis tools such as Microsoft Excel, Google Sheets, or data analysis packages in programming languages like Python (Pandas) or R.</li> <li>• <b>SQL (Structured Query Language):</b> Knowledge of SQL for data retrieval, manipulation, and querying from relational databases.</li> <li>• <b>Data Visualization:</b> Ability to create clear and informative data visualizations using tools like Tableau, Power BI, or data visualization libraries in Python (Matplotlib, Seaborn).</li> <li>• <b>Data Cleaning and Pre-processing:</b> Skills in cleaning and transforming raw data to make it suitable for analysis, including handling missing values and outliers.</li> <li>• <b>Statistical Analysis:</b> Understanding of basic statistical concepts and techniques for data analysis, such as hypothesis testing and regression analysis.</li> <li>• <b>Data Wrangling:</b> Proficiency in data wrangling and data manipulation using libraries like Pandas in Python or dplyr in R.</li> <li>• <b>Critical Thinking:</b> The ability to approach problems logically, think critically, and identify relevant data-driven solutions.</li> <li>• <b>Domain Knowledge:</b> Depending on the industry, familiarity with the specific domain and its data is often crucial for meaningful analysis.</li> <li>• <b>Communication Skills:</b> Effective communication of data-</li> </ul>

	<p>driven insights to both technical and non-technical stakeholders through reports, presentations, and visualizations.</p> <ul style="list-style-type: none"> <li>• <b>Business Acumen:</b> Understanding of the business context and the ability to translate data insights into actionable recommendations to support decision-making.</li> <li>• <b>Data Ethics and Privacy:</b> Awareness of data privacy and ethical considerations when handling sensitive data.</li> <li>• <b>Data Querying and Access:</b> Experience in using APIs or other methods to collect data from various sources, including web scraping if necessary.</li> <li>• <b>Time Management:</b> Effective time management skills to handle multiple tasks and meet project deadlines.</li> <li>• <b>Problem-Solving:</b> Strong problem-solving skills to identify issues within datasets and propose solutions.</li> <li>• <b>Data Reporting Tools:</b> Familiarity with reporting tools such as Jupyter Notebooks, Google Data Studio, or similar platforms for documenting and sharing analysis work.</li> <li>• <b>Data Interpretation:</b> The ability to draw meaningful insights from data and provide actionable recommendations.</li> </ul>
<b>MANAGER LAW</b>	<p><b>Skillset required:</b></p> <ul style="list-style-type: none"> <li>• Good understanding of legal frameworks.</li> <li>• Knowledge of Banking law.</li> <li>• Good drafting skills.</li> </ul>
<b>MANAGER FIRE</b>	<p><b>Skillset required:</b></p> <p>Candidates should be well versed with fire safety norms, State / Central Government rules and regulations in fire safety and security.</p>