

Date: 05.12.2023

RECRUITMENT OF SPECIALIST OFFICERS IN RISK MANAGEMENT ON REGULAR BASIS
ADVERTISEMENT NO: HO/HRM/RECR/2023-24/COM-42

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

UCO Bank invites Offline application from Indian citizen for appointment of Manager- Risk Management in Officer Cadre. Candidates are requested to apply Offline as per the application format given on Bank's website 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 application is complete only when fee is deposited 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 -> 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:

Name of Post	Number of vacancies						Age (as on 01.11.2023)
	UR	OBC	SC	ST	EWS	TOTAL	
Manager- Risk Management in MMGS-II	8	3	2	1	1	15	Minimum 21 Years Maximum 30 Years

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Sections, UR-Unreserved

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/PWD 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:

Category		Age relaxation
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
A. Educational Qualifications	1. Mandatory education qualification: CA/CFA/MBA(FINANCE)/PGDM or its equivalent as full-time course from recognized institute/university 2. Preferred Certification: Professional Certification in Financial Risk Management from Global Association of Risk Professionals/Professionals Risk Management Certification from PRMIA Institute	
B. Experience	Mandatory Experience: Minimum two years' post qualification experience out of that one year in Banking sector	
C. Probation Period	The selected candidate will be on probation for a period of 12 months of active service from the date of his/her joining the Bank.	
D. Remuneration	As per existing pay Scale: Rs 48170-1740/1-49910-1990/10-69810 (The official will be eligible for DA, Special Allowance, HRA, CCA, Contributory Pension Fund i.e. NPS, Leave Fare Concession (LFC), Medical Facility, Conveyance and all perks and benefits like quarters facility, in lieu of HRA, admissible from time to time).	
E. Service Bond	Selected candidates will be required to execute a Service Bond as under, "Serve for a minimum period of 2 years in the Bank after joining the services or in lieu thereof an amount of 2 lacs".	
F. Location of Office	Bank reserves the right to post the selected candidate as per Bank's requirement. Only Candidates willing to serve anywhere in India, should apply.	
G. Roles and Responsibilities	<ul style="list-style-type: none"> Data analytics of existing risk data and building of new risk models. Credit/Operation/Market/Liquidity Risk analysis. Stress testing. Active core team supportive Risk Management with regard to development and implementation of various risk management system and tools. Interface with Risk solution providers for functional improvement in risk management system. Core team for regulatory compliance in Risk Management. Any other work in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time. 	
H. Job Skills Required	<ul style="list-style-type: none"> Banking knowledge –Operations, Loans/Credit. Working knowledge of IT processes and principles. Knowledge of risk management principles and practices familiarity with RBI guidelines. Strong analytic, logical reasoning and problem solving skills. Must have a strong understanding of quantitative analysis-math/statistical analysis. Must be able to work independently and set goals/prioritize, focus and have time management skills. Strong knowledge of Excel (Intermediate to advanced), Word, Power-point. 	
I. Mode of Selection	I. Selection will be based on written test/ short listing and subsequent round of Personal Interview	

	<p>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. 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>
<p>J. Nationality/ Citizenship</p>	<p>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 method 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.</p>
<p>K.</p>	<p>Application Fees (Non-Refundable)</p> <p>For General, EWS and OBC candidates : Rs. 800/- For SC, ST & PWD candidates : Exemption from payment of fee</p> <p>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.</p> <p>Account Name: "UCO BANK RISK OFFICERS RECRUITMENT PROJECT" Account No: 01900210020043 Bank & Branch: UCO Bank, Kolkata Main Type: Current Account IFSC Code: UCBA0000190</p> <ul style="list-style-type: none"> • 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.

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 –A) 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-A**) shall be submitted by Offline Mode with enclosed certificates and fees payment details in an appropriate envelope super scribing “**Application For The Manager Risk Management**” & addressed to:

**General Manager,UCO Bank, Head Office, 4th 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 ->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. 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 for latest updates.
15. 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.
16. **ANNOUNCEMENTS:**
All further announcements/ details pertaining to this process will only be published/ provided on Banks website www.ucobank.com from time to time.
17. 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