

यूनियन बैंक ऑफ इंडिया  **Union Bank of India**

यूनियन बैंक भवन, 239, विधान भवन मार्ग, के. का. मुंबई - 400 021

Union Bank Bhawan, 239, Vidhan Bhavan Marg, C.O Mumbai- 400 021

मानव संसाधन विभाग / HUMAN RESOURCES DEPARTMENT

जनबल आयोजना एवं भर्ती विभाग / MANPOWER PLANNING & RECRUITMENT DIVISION,

स्टाफ परिपत्र क्र. / Staff Circular No. : 6950

दिनांक/Date: 18.03.2019

प्रति : सभी शाखाएं / कार्यालय / To : ALL BRANCHES/OFFICES

संशोधित भर्ती नीति - REVISED RECRUITMENT POLICY

बैंक के निदेशक मंडल ने दि. 14.02.2019 को संपन्न अपनी बैठक में भर्ती नीति को अनुमोदित कर दिया है. संशोधित नीति दि. 14.02.2019 से प्रभावी होगी और दि. 31.03.2020 तक वैध होगी, जिसे प्रबंध निदेशक एवं मुख्य कार्यकारी अधिकारी के विशेष अनुमोदन से अगले 3 महीने तक की अवधि के लिए बढ़ाया जा सकता है.

सभी संबंधितों से अनुरोध है कि उपरोक्त को सावधानीपूर्वक नोट करें.

The Board of Directors of the Bank in its meeting dated 14.02.2019 has approved the Recruitment Policy. The revised policy shall come into effect from 14.02.2019 and shall be valid up to 31.03.2020 and its continuity may be extended for further period not extending 3 months with specific approval of MD & CEO.

All concerned are requested to take a careful note of the above.


(ब्रजेश्वर शर्मा / Brajeshwar Sharma)

महा प्रबंधक (मा.सं.) / General Manager (HR)

संलग्न : भर्ती नीति

Encl : Recruitment Policy

RECRUITMENT POLICY

RECRUITMENT POLICY

UNION BANK OF INDIA RECRUITMENT POLICY

1. PREAMBLE:

- 1.1 The Ministry of Finance, Government of India, in terms of guidelines F. No. 5/1/6/2001-IR dated 19.09.2001 had advised the Bank to formulate recruitment policy with due approval of the Board of Directors. Accordingly the Bank has evolved the following Recruitment Policy covering key areas such as setting up of a Recruitment Advisory Committee, Mode and Method of Recruitment including Campus Recruitment, Eligibility Norms for appointment in various cadres, etc. The Ministry of Finance, Vide D.O. No. 7/48/2004-BOA dated 22.02.2005 granted further Managerial autonomy to PSU Banks for deciding all Human Resource issues including recruitment.

Bank has undertaken an ambitious HR Transformation exercise for the Bank under the NAVNIRMAN programme which entails revamping of all HR policies in the Bank.

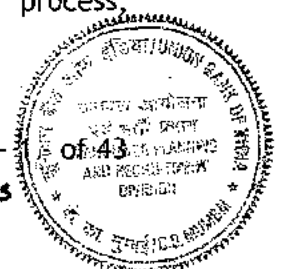
Accordingly, the Recruitment Policy of the Bank has been revamped with new features.

2. SHORT TITLE:

The Policy will be called "Union Bank of India Recruitment Policy".

3. OBJECTIVES:

- 3.1 The Recruitment Policy seeks to achieve the following broad objectives:
- i. To source the best talent through a process of selection that is fair, transparent, objective and unbiased in all aspects and provides equal opportunities to all eligible candidates in order to drive organizational performance and successfully achieve goals and objectives of the Bank.
 - ii. To ensure placement of right person on the right job to enhance organizational effectiveness.
 - iii. The recruitment should be need based aimed at achieving higher productivity and profitability levels. Recruitment Plan should be prepared based on Manpower Plan approved by the Board of Directors of the bank in keeping with the Government / Reserve Bank of India / Indian Banks' Association guidelines issued from time to time.
 - iv. The policy should conform to the instructions issued by Government / Reserve Bank of India / Indian Banks' Association on creation of posts / filling up of vacancies / staff growth etc.
 - v. This document outlines the policy and establishes a procedure for the process of recruitment and selection including requisitioning of personnel, invitation and screening of applications, conducting the selection process, arranging medical examination and issuing of appointment letters.



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3.2 The purpose of this Policy is also to ensure the following:

- i. Reservations in posts for SCs, STs, OBCs, EWSs, Ex-servicemen, Disabled, etc. with concessions in eligibility norms as laid down by the Government of India from time to time should be strictly followed.
- ii. Equal opportunity to all sections of people for participating in the selection process, through issue of public notice and adequate publicity.
- iii. Devising procedures and schemes of recruitment which are non-discriminatory so that no section of the society is placed at a disadvantage.
- iv. Ensure gender diversity in the Bank through effective recruitment and selection practices.

4. APPLICABILITY:

This policy is applicable for recruitment to all regular and Full-time posts at Union Bank of India.

5. PROCESS OWNER:

Personnel / Human Resources (HR) Department

6. RECRUITMENT ADVISORY COMMITTEE (RAC):

6.1 COMPOSITION OF THE COMMITTEE:

The Recruitment Advisory Committee in the Bank shall be headed by the MD & CEO. The other members of the Committee shall include:

- (i) Executive Director in charge of Personnel / HR department.
- (ii) General Manager, Personnel / Human Resources Department, C.O.
- (iii) General Manager (DIT), C.O.
- (iv) General Manager (RABD), C.O.
- (v) Bank, if feels necessary, may co-opt an outside expert in the area of Human Resources Development, and
- (vi) Deputy General Manager, Personnel / HR department, C.O. as Member – Secretary.



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6.2 ROLE OF THE RECRUITMENT ADVISORY COMMITTEE:

RAC shall -

- i. Design recruitment system and evolve procedures, processes for recruitment in all cadres.
- ii. Function as advisory body to the Bank in all matters relating to recruitment including assessing of manpower needs, campus recruitment / recruitment of specialist officers, constituting of interview / other selection panels, selection of external agencies for rendering professional expertise to the Bank in the area of recruitment. The RAC should assess the manpower requirements for recruitment for a period of one year at least, in addition to its other duties.
- iii. Recommend necessary budgetary allocations in the matter of recruitment / other related expenditure for the approval of the Board.
- iv. Meet from time to time as may become necessary, to review / monitor all matters related to recruitment.

7. RECRUITMENT PROCESS AT UNION BANK OF INDIA:

Following defines the process of recruitment to be followed for new recruits at the Bank:

- i. Manpower Requisition
- ii. Recruitment Budget
- iii. Recruitment Plan
- iv. Sourcing
- v. Recruitment & Selection of Officers and Single Window Operators
- vi. Appointment
- vii. Background and Medical Check
- viii. Joining

8. MANPOWER REQUISITION:

- 8.1 All the Vertical Heads will have to submit their Annual, Medium Term (3 years) and the Long Term (5 years) manpower requirements to the Personnel / HR department by 15th July every year.
- 8.2 The Personnel / HR department will determine the Annual, Medium Term (3 years) and the Long Term (5 years) total Manpower Plan for the Bank on the basis of Manpower Planning (MPP) Model as also based on the recommendations of the various Vertical Heads in Central Office, - with specific role based requirements. This Manpower Plan shall be placed before the Recruitment Advisory Committee by August 15th for its consideration and recommendation to the Board for final approval by end of September.
- 8.3 Based on the specific role requirement, the Personnel / HR department will prepare a database of Job Descriptions for the position from internal / external sources (internal job postings, external job market etc.)



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9. RECRUITMENT BUDGET:

The Personnel / HR department will prepare the Recruitment Budget on the basis of the annual manpower planning exercise and the specific role requirements approved by the RAC. The Recruitment Budget should include the following:

- i. Recruitment expenses: Advertisement expenses, Venue expenses, Consultant fees / charges, Campus Fees, Share of IBPS towards conduct of Common Written Examination (CWE) or any other Test conducting Agency, etc.
- ii. Interview expenses: Travel (candidates, Regional HR representatives, etc), Hotel expenses (Candidates, Regional HR representatives), miscellaneous (communication, courier, postage, etc.), Interview Panel cost (time spent by them for interviews).
- iii. Estimated CTC and Joining expenses - Shifting expenses, Notice pay, Joining bonus, Hotel expenses, Medical Fitness Test etc.
- iv. The Recruitment Cost per hire per year needs to be calculated and tracked by the Personnel / HR department. The recruitment budget and cost can be undertaken by the Personnel / HR department in a phased manner after implementing other important aspects of the Recruitment Policy.

10. RECRUITMENT PLAN:

The annual Recruitment Plan is to be prepared by the Personnel / HR department. The Recruitment Plan should consider the following:

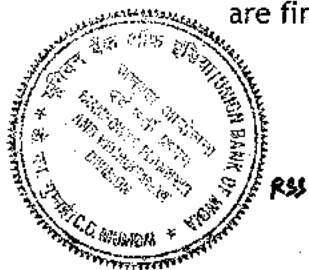
- i. Recruitment phasing: Medium-Term (3 years) and Long-Term (5years) manpower requirements
- ii. Recruitment schedules: Quarterly / Half yearly recruitment plans

Sourcing strategy (sources of recruitment):

- A. Advertisement
- B. Campus Recruitment
- C. Management Trainee (MT) Program
- D. Contractual Appointment

The Recruitment Plan needs to define a process for recruitment at all levels (key positions).

The Bank should explore alternate ways to recruit candidates like co-creating solutions with educational institutes and retired employees. Once these channels are firmed they will form part of the Recruitment Plan of the Bank.



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11. SOURCING:

Job Descriptions and Role Profiles:

- i. Job Descriptions should be used in the end-to-end Recruitment and Selection process (starting from sourcing to joining).
- ii. Job Descriptions should be used to evaluate role-based functional and behavioral capability (from competency model) in the candidate.
- iii. At all levels of recruitment, except for entry level talent, mapping of profile to candidate is required to ensure the Bank hires people who are productive on the job from the date of joining.
- iv. The interview panel must be well-versed with the requirements of the job through the job description and should gauge the candidate's capabilities accordingly.
- v. For positions where entrance tests are not being conducted, very stringent and specific profile guidelines should be advertised in order to reduce the quantum of applications, and hence save the interview panel's time.

12. ADVERTISEMENT:

The vacancies will be announced in the open market through on an All India basis by way of notifying the vacancies in the leading national / regional dailies in English, Hindi and Vernacular languages, etc.

13. CAMPUS RECRUITMENT:

- 13.1.1 The Bank may, in any particular year, depending upon its requirement of Officers in various specialized fields & / General Banking segments, recruit candidates by way of campus recruitment including those who have completed the Summer Internship project with the Bank under the Summer Internship Policy, up to 30% of the vacancies earmarked for direct recruitment, from reputed Professional Institutions / Universities.
- 13.1.2 The DGM / AGM in-charge of the Recruitment function shall finalize the campus recruitment plan in consultation with the General Manager, Personnel / Human Resources Department, C.O.
- 13.1.3 The field and scales in which such recruitments are to be made and choice of Professional Institutes / Universities would be as recommended by the RAC and approved by the MD & CEO / Executive Director.
- 13.1.4 The Personnel / HR department shall identify and shortlist preferred campuses based on:



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- i. Institution / College should be approved by University Grants Commission
- ii. Private B-schools should have approvals from AICTE
- iii. Institution / College should be in existence for at least five years and have a minimum three passed out batches
- iv. Institution / College should offer two-year full-time Management course
- v. Selection of Institutions / Colleges to be done by referring to the Rankings given to B-Schools by reputed magazines like Business India, Outlook and Business Standard, etc
- vi. Those Institutions / colleges whose name appears in the list of 50 top-ranked colleges in at least two of the three magazines shall be eligible for Campus Selection
- vii. Any other Institution / college with the prior approval of MD & CEO

13.1.5 Job Descriptions will be sent to campus before pre-placement talk and applications process. These can be also included in the Pre-Placement Talk presentation deck.

13.1.6 The Criteria for short listing of campuses / institutes as mentioned in sub-clause no. 13.1.4 and the updated list of shortlisted institutes shall be kept displayed on the Bank's Website.

13.2 PRE-PLACEMENT PRESENTATION TO CAMPUS:

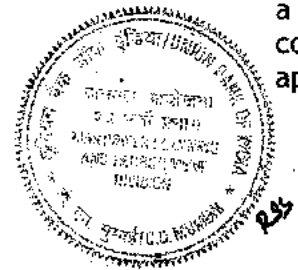
The Personnel / HR department to create a standard up-to date pre-placement talk presentation deck for campus visits. This presentation should include some of the following aspects:

- i. About the Bank
- ii. Value proposition for Management Trainees / prospective new recruits in the Bank
- iii. Career Growth Path possible for Management Trainees / prospective new recruits in the Bank
- iv. Success stories of people who have stayed with the Bank and risen to top positions
- v. Remuneration details
- vi. Additional non-monetary benefits (insurance, hospitalization and other key benefits which are best practices in the Banking sector)

13.3 CAMPUS RECRUITMENT PROCESS OWNER:

13.3.1 The campus recruitment will be coordinated by one designated officer from the Personnel / HR department - The Campus Recruitment Officer. This process owner will coordinate campus visits; get approvals for interview panels, pre-placement talk, oversee the Management Trainee program, etc. He / She will be the constant factor throughout the process to ensure effective process delivery with consistency and transparency in communication. Campus interview panels will be briefed by the Campus Recruitment Officer before campus visits to ensure consistency and transparency in communication.

13.3.2 After conclusion of the interview process, the Campus Interview Panel will submit a list of candidates provisionally shortlisted for appointment to the Campus coordinator with a proviso that the same will be confirmed after obtaining approval of the Competent Authority.



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13.4 CAMPUS SELECTION PROCESS:

13.4.1 Screening of Applications:

All applications received from campus will be screened and short-listed by the Personnel / HR department. Parameters to be looked into for screening will include the following:

- i. Candidate should be a full-time student of the Institute / College and should be in the age bracket as mentioned in clause no. 17.2.1 below, studying in the final semester of the course and who will pass out in the academic year in which the interview is being conducted or just passed out from the said Institute / College.
- ii. Candidate should have obtained minimum 60% marks in the final year of graduation (55% for reserved category candidate).
- iii. Preference shall be given for candidates having no break in studies before graduation.

13.4.2 Bank may also conduct any other short-listing methods like Psychometric & Behavioral Competency test and / or Group Discussion and /or Competency based Personal Interview as detailed in clause nos. 17.3.3, 17.3.4 and 17.3.5 respectively and / or any other test as felt appropriate.

14. MANAGEMENT TRAINEE PROGRAM:

14.1 The Bank shall offer Management Trainee (MT) Program having tie-up arrangements with reputed Educational Institutes at selected campuses concluding with an Award of Post Graduate Diploma in Banking Operations by the Institute, with prior approval of the Board.

14.2 Selection of candidates for the Management Trainee would be the same as that mentioned in Clause no. 17.3 below or by any other methodology to be approved by the Board.

14.3 The successful Trainees under this Management Trainee program shall be inducted into the Bank's Probationary Officer in JMGS-I as provided in the Tie-Up arrangement, subject to completion of Appointment and Joining formalities as mentioned in Clause nos. 24,25, 26 and 27 below.

15. CONTRACTUAL APPOINTMENT:

The Bank may appoint expert, specialist on contract basis for a maximum period not exceeding three years. The contractual appointment may be made in the area of Marketing, IT, HRM, Risk Management, Treasury, Legal, Security, Civil Engineering, Architecture, Economics and any other specialized segments, etc. In deserving cases, Bank may absorb the contractees on regular Full-time posts at such terms and conditions with the prior approval of the Board.

16. RECRUITMENT AND SELECTION OF OFFICERS:

Competency based Interviews:

- i. In the methodology of selection, written test (qualifier) will be followed by competency based interviewing during the assessment process for all officers.



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- ii. For the same, training on conducting (competency based) interviews to the panel (All hiring managers and interview panelists to be covered) will be organized by the Personnel / HR department through any relevant agency.

17. RECRUITMENT OF OFFICERS:

17.1 QUOTA FOR DIRECT RECRUITMENT:

- A. The vacancies in the Officer's Cadre in Junior Management Grade / Scale I (General Banking) will be filled up by way of direct recruitment as well as internal promotions. The extent of vacancies to be filled up by direct recruitment as well as promotions in general banking side in any particular year will be decided by the promotion policy in vogue from time to time. The quota between direct recruitment to internal promotion in case of Officers in Junior Management Grade / Scale I (General Banking) shall be 40:60.
- B. In respect of Officers in other Grades / Scales (General banking) i.e. MMGS-II to TEGS-VI as also Specialist Officers in various grades / scales i.e. JMGS-I to TEGS-VI., there will not be any fixed quota and the extent of direct recruitment and / or internal promotion shall be based on the requirement of the Bank as assessed by the RAC and approved by the Board.

17.2 ELIGIBILITY NORMS:

17.2.1 AGE:

- A. For the Post of Probationary Officers (POs) / Management Trainees (MTs) in JMGS-I to be filled through the Common Recruitment Process (CRP) of IBPS:

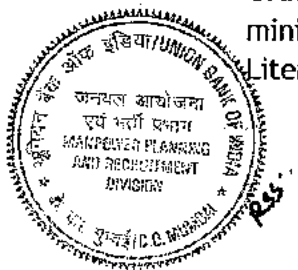
S. No.	Particulars	Minimum Age	Maximum Age
i	2013-14 onwards	20 years	30 years

- B. For the Post/s in the under mentioned Specialized Officer segment to be filled through the Common Recruitment Process (CRP) of IBPS from 2014-15 onwards:

S.No	Name of the Post	Grade/Scale	Minimum Age	Maximum Age
I	Information Tech.officer (IT)	I	20 years	30 years
II	Rural Development Officer/ Agriculture field officer	I	20 years	30 years
III	Hindi Officer / Rajbhasha-Adhikari	I	20 years	30 years
IV	Law Officer	I	20 years	30 years
V	Personnel / HR Officer	I	20 years	30 years
VI	Marketing Officer	I	20 years	30 years

Explanatory Note: The posts in MMGS-II and Technical Officer JMGS-I shall not be covered under the Common Recruitment Process (CRP) from 2014-15 onwards.

- C. For all other Post/s of Officers in the Specialist / General Banking segment in any Grade / Scale, where Selection is through a mode other than the CRP of IBPS, minimum / maximum Age limit, Educational Qualification including Computer Literacy, Experience, Selection process, Inter Se Weightage, etc. will be



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prescribed depending upon the nature, requirement and other specifications of the post to be filled up, with prior approval of the MD & CEO.

Note: Reserved Category candidates shall be entitled for Relaxations / Concessions as per Government guidelines.

17.2.2 EDUCATIONAL QUALIFICATIONS:

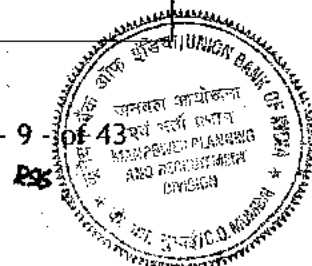
EDUCATIONAL QUALIFICATIONS & POST-QUALIFICATION MINIMUM EXPERIENCE:

- A.** For the Post of Probationary Officers (POs) / Management Trainees (MTs) in JMGS-I to be filled through the Common Recruitment Process (CRP) of IBPS:

S. No.	Particulars	Educational Qualifications
i	During 2014-15 & onwards	A Degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Computer Literacy: Computer Literacy is not mandatory.

- B.** For the Post/s in the under mentioned Specialized Officer segment to be filled through the Common Recruitment Process (CRP) of IBPS during 2018-19 & onwards:

S. No.	Name of the post	Educational Qualifications**	Post Qualification /minimum Experience
i	Information Technology (IT) Officer-scale-I	4 year Engineering/ Technology Degree in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Tele Communications / Electronics & Communication / Electronics & Instrumentation from a recognized University / Institution / Board recognized by Govt. of India/ approved by Govt. regulatory bodies. OR Post Graduate Degree in Electronics / Electronics & Tele Communication / Electronics & Communication / Electronics & Instrumentation / Computer Science / Information Technology / Computer Applications from a recognized University / Institution / Board recognized by Govt. of India/ approved by Govt. regulatory bodies. OR Graduate from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory bodies, having passed DOEACC 'B' level	



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ii	Rural Development Officer / Agriculture Field Officer-Scale-I	4 year Degree (graduation) in Agriculture/ Horticulture / Animal Husbandry / Veterinary Science / Dairy Science / Fishery Science / Pisciculture / Agri Marketing & Cooperation / Co-operation & Banking / Agro-Forestry/ Forestry/ Agricultural Biotechnology/ Food Science/ Agriculture Business Management / Food Technology / Dairy Technology / Agricultural Engineering from a University / Institution / Board recognized by Govt. of India/approved by Govt. regulatory bodies.	
iii	Hindi Officer /Rajbhasha-scale -I	Post Graduate Degree in Hindi with English as a subject at the Degree (Graduation) level from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory bodies. OR Post Graduate Degree in Sanskrit with English and Hindi as subjects at the Degree (Graduation) level from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory bodies.	
iv	Law Officer Scale I	A Bachelor Degree in Law (LLB) and enrolled as an advocate with Bar Council.	
v	Personnel / HR Officer-Scale I	Graduate from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory bodies. And Two Years Full time Post Graduate degree or Two Years Full time Post Graduate diploma in Personnel Management/ Industrial Relations/ HR/ HRD/ Social Work/ Labour Law* from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory bodies.	
vi	Marketing Officer- Scale I	Graduate from a University / Institution / Board recognized by Govt. of India/approved by Govt. regulatory bodies. And Two Years Full time MMS (Marketing)/ Two Years Full time MBA (Marketing) / Two Years Full time PGDBA / PGDBM / PGPM / PGDM with specialization in Marketing* from a University / Institution / Board recognized by Govt. of India/approved by Govt. regulatory bodies.	



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Additional qualifications of Computer Literacy for Posts referred to at Sub-clause B [ii to vi above] other than IT Officer:

Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate / Diploma / Degree in Computer Operations / Language / should have studied Computer / Information Technology as one of-subjects in the High School / College / Institute.

* In case of dual specializations candidates have to necessarily produce proof at the time of interview and recruitment that their major conforms to the requisite specialization prescribed for the post.

C. For all other Post/s of Officers in the Specialist / General Banking segment in any Grade / Scale, where Selection is through a mode other than the Common Recruitment Process of IBPS, minimum / maximum Age limit, Educational Qualification including Computer Literacy, Experience, Selection process, Inter se weightage, etc. will be prescribed depending upon the nature, requirement and other specifications of the post to be filled up, with prior approval of the MD & CEO.

Note: Relaxation of 5% would be available for Reserved Category candidates as per Government guidelines.

17.2.3 Cut-off dates for eligibility:

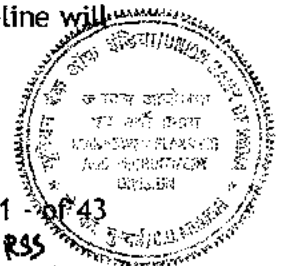
- i. The Cut-off Date for the purpose of eligibility in Age criteria shall be the 1st day of the month in which online registration commences.
- ii. The Cut-off date for the purpose of eligibility in respect of Educational Qualification shall be the last date for online registration as notified.
- iii. 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.

17.3 SELECTION PROCESS:

17.3.1 The selection process will be undertaken through any combination of the below-mentioned Tests i.e. Common Written Examination conducted by IBPS or any other such Agency and / or Psychometric & Behavioral Competency Test and / or Group Discussion and / or Competency based Personal Interview, etc. The specific details are mentioned below:

17.3.2 SELECTION PROCESS - COMMON WRITTEN EXAMINATION (CWE):

- A. **FOR PROBATIONARY OFFICERS (POs) / MANAGEMENT TRAINEES (MTs) IN JMGS-I:**
The candidates will appear for two-tier examination from CRP-V (2016-17) onward which will include Preliminary Examination of 100 Marks and Main Examination of 200 Marks. The marks obtained for Main examination will only be counted for the selection process. The structure of Examination that will be conducted online will be as follows:



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a) Preliminary Examination:

SN	Name of tests	No. of Questions	Marks	Duration
1	English Language	30	30	Composite Time of 1 Hour.
2	Quantitative Aptitude	35	35	
3	Reasoning Ability	35	35	
	TOTAL	100	100	

b) Main Examination:

S. No.	Name of tests	No. of Questions	Marks	Duration
1	Reasoning & Computer Aptitude	45	60	60 minutes
2	General/ Economy/ Banking Awareness	40	40	35 minutes
3	English Language	35	40	40 minutes
4	Data Analysis & Interpretation	35	60	45 minutes
	TOTAL	155	200	Composite time of 3 hours
5	English Language (Letter Writing & Essay)	2	25	30 minutes

Note: Weightage of CWE and Interview will be in the ratio of 80:20.

The above tests except the Test of English Language shall be printed bilingual, i.e. English and Hindi.

B. FOR LAW OFFICER IN SCALE-I & II AND HINDI OFFICER / RAJBHASHA ADHIKARI IN SCALE I:

The candidates will appear for two-tier examination from CRP-VII onwards, which will include Preliminary Examination of 125 Marks and Main Examination of 60 Marks. The marks obtained for Main examination will only be counted for the selection process. The structure of Examination that will be conducted online will be as follows:

a) Preliminary Examination for the post of Law Officer and Rajbhasha Adhikari

SN	Name of Tests	No. of Questions	Marks	Duration
1	English Language	50	25	Composite time of 2 hours
2	Reasoning	50	50	
3	General Awareness with Special Reference to Banking Industry	50	50	
	Total	150	125	

b) Main Examination for the post of Rajbhasha Adhikari

SN	Name of the Test	No. of Questions	Marks	Duration
1	Professional Knowledge (Objective)	45	60	30 minutes
2	Professional Knowledge (Descriptive)	2		30 minutes

Note: Weightage of CWE and Interview will be in the ratio of 80:20.

The medium of above tests will be in English and Hindi.



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- C. FOR RURAL DEVELOPMENT OFFICER / AGRICULTURE FIELD OFFICER, HR & PERSONNEL OFFICER, TECHNICAL OFFICER IN SCALE-I, FOR LAW OFFICER IN SCALE-I & II, FOR INFORMATION TECHNOLOGY OFFICERS IN SCALE-I & II, AND FOR CHARTERED ACCOUNTANTS & FINANCE EXECUTIVE IN SCALE-II:**

The candidates will appear for two-tier examination from CRP-VII onwards, which will include Preliminary Examination of 125 Marks and Main Examination of 60 Marks. The marks obtained for Main examination will only be counted for the selection process. The structure of Examination that will be conducted online will be as follows:

a) Preliminary Examination for posts except Law Officer

SN	Name of Tests	No. of Questions	Marks	Duration
1	English Language	50	25	Composite time of 2 hours
2	Reasoning	50	50	
3	Quantitative Aptitude	50	50	
	Total	150	125	

Note: Weightage of CWE and Interview will be in the ratio of 80:20.

The medium of above tests except the Test of English Language shall be bilingual, i.e. English and Hindi.

b) Main Examination

SN	Name of the Test	No. of Questions	Marks	Duration
1	Professional Knowledge	60	60	45 minutes

Note: Weightage of CWE and Interview will be in the ratio of 80:20.

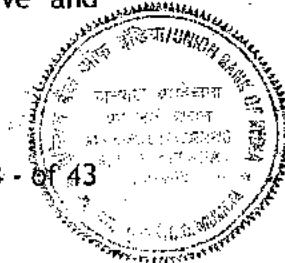
The medium of above test/s shall be bilingual, i.e. English and Hindi.

D. CUT-OFF STRATEGY:

The cut-off point is set at Mean $1/4$ Standard Deviation for General category and Mean $- 3/4$ Standard Deviation for Reserved category which shall be applied for each of the objective tests irrespective of the absolute value of the cut-off point which may be 3 or 4 times in a test of 50 items. There may be a further set of cut-off point on the total Score obtained which may be set at 40%, 35% and 30% with usual relaxation of 5% for reserved category depending upon the number of vacancies under each category. These Cut-off points shall be determined depending upon the situation.

Competent Authority to decide the Cut-off marks for written examinations other than the Common Written examination would be vested with the MD & CEO or in his absence the Executive Director holding charge of the Personnel / Human Resource Department.

Descriptive Test Paper to the extent of 10 times the number of notified vacancies only will be evaluated based on the merit ranking of the Objective Test. There will be a Penalty for incorrect answer @ 0.25 marks assigned to that question in respect of Objective Tests. The Merit List of Written Examination will be based on the Total Weighted Standard Score obtained by the candidates in Objective and Descriptive Tests.



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N.B.: In respect of certain segments of Specialist Officers, the Recruitment Advisory Committee shall be the Competent Authority to decide as to whether the Written Test and interview be held or only a process of interview may be prescribed depending upon the nature of post, qualification, experience prescribed and also the response envisaged for each post.

17.3.3 PSYCHOMETRIC AND BEHAVIOURAL COMPETENCY TEST / ANY OTHER EVALUATION TEST: (OPTIONAL) (50 Marks):

The candidates may be subjected to either an Online or Offline Psychometric Test of duration of 60-120 minutes to assess the leadership qualities, inter-personal qualities, team spirit, etc.

Minimum qualifying marks shall be 50%. Relaxation of 5% would be available for reserved category candidates as per Government guidelines.

17.3.4 GROUP DISCUSSION (OPTIONAL) (50 Marks):

The Candidates may be subjected to a group discussion exercise and will be a preferred method for campus selection. The Personnel / HR department will generate list of group discussion topic every year and will circulate the same to the campus recruitment panels.

Minimum qualifying marks shall be 50%. Relaxation of 5% would be available for reserved category candidates as per Government guidelines.

17.3.5 COMPETENCY BASED INTERVIEW – (100 Marks):

In respect of the CRP of IBPS, the candidates who have qualified in the CWE, and who have fulfilled all other eligibility criteria shall be called for the Common Interview etc. in the ratio of - 1:3 depending upon their ranking in the descending-order as per the Total Weighted Standard Score obtained by them in the Objective Tests of the CWE conducted by the IBPS. The Total Interview Marks in respect of the CRP shall be reduced to 50 to maintain the Weightage.

Note: Weightage of CWE and Interview will be in the ratio of 80:20 in respect of the CRP of IBPS.

In respect of selections other than through CRP of IBPS, the candidates who have fulfilled all other eligibility criteria and / or qualified in the Written Test, if stipulated, shall be called for remaining Selection Processes like Group Discussions, Psychometric Test, Personal Interview and any other test, etc. in the ratio of 1:3 or any higher ratio. If Written Examination is stipulated, this ratio would depend upon the ranking in the descending order as per the Score / Marks obtained therein. Wherever, Written Examination is not stipulated, the Ranking criteria and the Marks, Inter se weightage, etc. for the aforesaid remaining selection process would be decided with the prior approval of the MD&CEO. Only those who clear the Written Test and / or the Group Discussion test and / or Psychometric test and / or any other test, wherever applicable, shall be called for the Personal Interview. Bank may outsource the conducting of Group Discussions, Psychometric test, Interview and any other test, etc to reputed agencies like IBPS, etc.

An interview shall be conducted to assess the candidates' academic record, power of expression, clarity of thought, qualities of leadership, extracurricular activities, hobbies, general demeanour, behaviour, communication skills, etc. Specific assessment on competencies is to be undertaken (basis the Organization wide Competency Model).



RECRUITMENT POLICY

Minimum qualifying marks would be 40% in respect of CRP while it would be 50% in respect of selection other than through CRP. Relaxation of 5% would be available for reserved category candidates as per Government guidelines.

18. COMPOSITION OF & COMPETENT AUTHORITY FOR SELECTION PANEL:

18.1.1 (i) The Composition of the Selection Panel shall be in terms of the table mentioned below to be decided by the Competent Authority.

(ii) For Posts in Officer cadre Scale-IV & above, the MD & CEO (in his absence Executive Director in-charge of the Personnel / HR department) will be the Competent Authority.

(iii) For Posts in Officer Cadre up to Scale-III, the Executive Director (ED) in-charge of the Personnel / HR department (in his absence other Executive Director) will be the Competent Authority.

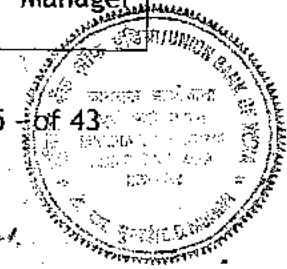
(iv) Provision deleted w.e.f.22.04.2016

(v) Provision deleted w.e.f.22.04.2016

(vi) The Competent Authority shall also decide the methodology for final selection for the post, whether through direct, contractual, campus or any other mode of recruitment, as the case may be, for recruitment.

(viii) The composition of the Interview Panel for all posts shall be subject to the extant guidelines of the Government of India on the same.

S. No.	Recruitment under general banking to the post of	Selection panel	
		Chairman of selection panel	Other members of selection panel
1	Officer TEGS-VII	The MD & CEO	The RBI nominee Director, the Government Nominee director and 1 outside expert with domain knowledge approved by the Board.
2	Officer TEGS-VI	The MD & CEO	1 Executive Director, 1 General Manager (Scale VII) and 2 outside experts with domain knowledge approved by the Board.
3	Officer SMGS-V	1 Executive Director	2 General Managers (Scale-VII) and 2 outside experts with domain knowledge approved by the Board.
4	Officer Managers SMGS-IV	1 General Manager (Scale-VII) (to be named by the Competent Authority).	2 General Managers (Scale-VII). A Deputy General Manager (Scale-VI) can be nominated to the Selection Panel in place of the third General Manager.
5	Officer MMGS-III	1 General Manager (Scale-VII)	1 Deputy General Manager (Scale-VI) and 1 Assistant General Manager (Scale V).
6	Officer MMGS-II	1 Deputy General Manager (Scale-VI).	1 Assistant General Manager (Scale-V) and 1 Chief Manager (Scale IV)



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7	Officer MMGS-I	1 Assistant General Manager (Scale-V).	1 Chief Manager (Scale-IV) and 1 Senior Manager scale III
8	Single Window Operator	Provision deleted w.e.f. 22.04.2016	
9	Sub staff cadre	Provision deleted w.e.f. 22.04.2016	
8	For other post not specified above	To be decided by the MD & CEO or in his absence by the Executive Director in-charge of the Personnel /HR department or in his absence by the other Executive Director	To be decided by the MD & CEO or in his absence by the Executive Director in charge of the Personnel / HR department or in his absence by the other Executive Director.

Note: (i) In respect of Posts up to Scale-III in any Specialized segment or if any selection is through the Campus Recruitment mode, the Selection Panel shall include the General Manager (Scale-VII) of the respective vertical / functional department at C.O., as Chairman of the Panel and other members of the Panel shall be 1 Deputy General Manager (Scale-VI) and 1 Assistant General Manager (Scale-V) or in case of non-availability of the AGM, 1 Chief Manager (Scale-IV). Further, one of the above Panel members shall be an expert in domain knowledge to assess knowledge / proficiency of candidates in the relevant area of Specialization.

(ii) If any retired official is included in any Selection Panel, the grade / scale of such retired official shall be one scale higher than that mentioned in the table / note (i) above.

18.1.2 The said interview panel may also include experts and representatives from outside the Bank and / or officials retired from the Bank in grade / scale: IV to VII including representation for Women, Minority communities, and Reserved categories from amongst an empanelled list of retired Officers in those grade / scales having good track record who are willing to offer their expertise on appropriate compensation.

18.1.3 The MD & CEO and in his absence, the Executive Director looking after the HR portfolio, will be competent to finalize the empanelled list of outside experts and retired officials, and to review same on an annual basis.

18.1.4 The above provisions will be applicable in respect of all Recruitment Process other than CRP conducted by the IBPS. However, in respect of the CRP conducted by the IBPS, the Composition of Interview Panel shall be as under:

- (i) Chairperson nominated by the Nodal Bank
- (ii) An Officer to be nominated from another Public Sector Bank
- (iii) SC/ST Minority representative from the Participating Banks
- (iv) One person nominated by IBPS (Retired Banker or Academician)

Note:

(a) For the Post/s of Specialist Officer segment: One Panel member will be domain Knowledge expert to assess knowledge / proficiency of candidates in the relevant area of Specialization.

(b) For the Post of Single Window Operator: Provision deleted w.e.f. 22.04.2016



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18.1.5 In respect of selection through Campus Recruitment, if any candidate is related or known to any member of a Selection Panel constituted for the purpose of any Selection Process as provided in Sub-clause nos. 17.3 of this Policy or if any candidate is related to or known to any Official of the Bank who are either involved in the recruitment process at any office / level or who can be in a position to influence the decision of the Selection Panel, those member/s of such Selection Panel and/or those official/s of the Bank who are related to or know such candidate, will have to mandatorily give a declaration to the Bank to the effect that the candidate is related or known to them. This declaration shall be a part of every Rating sheet of a Selection Process in respect of the member/s of the Selection Panel.

19. RECRUITMENT OF SINGLE WINDOW OPERATORS:

19.1 QUOTA FOR DIRECT RECRUITMENT:

The vacancies in the Single Window Operator Cadre will be filled up by direct recruitment as well as internal promotions in the ratio of 75:25.

19.2 ELIGIBILITY NORMS:

19.2.1 AGE:

Minimum: 20 years Maximum: 28 years

Note: Reserved Category candidates shall be entitled for Relaxation / Concessions as per Government guidelines

19.2.2 EDUCATIONAL QUALIFICATIONS:

A Degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government.

Computer Literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate / Diploma / Degree in Computer Operations / Language / should have studied Computer / Information Technology as one of the subjects in the High School / College / Institute.

Relaxation of 5% would be available for Reserved Category candidates as per Government guidelines.

Note: Proficiency in the Official Language of the State / Union Territory (UT) (Candidates should know how to read and write and speak the Official Language of the State / UT) for which vacancies a candidate wishes to apply is preferable.

19.3 MODE OF RECRUITMENT:

Recruitment of candidates in Single Window Operator cadre will be made from the open market on a State-wise basis by notifying the vacancies in leading National / Regional Dailies in English / Hindi / Vernacular languages etc.

The selection process will be undertaken through Common Written Examination conducted by IBPS or any other such Agency. The specific details are mentioned below:



RECRUITMENT POLICY

19.4 SELECTION PROCESS:

19.4.1 COMMON WRITTEN EXAMINATION (CWE):

The candidates will appear for two-tier examination from CRP-V onward which will include Preliminary Examination of 100 Marks and Main Examination of 200 Marks. The marks obtained for Main examination will only be counted for the selection process. The structure of Examination that will be conducted online will be as follows:

a) Preliminary Examination:

SN	Name of tests	No. of Questions	Marks	Duration
1	English Language	30	30	Composite Time of 1 Hour
2	Numerical Ability	35	35	
3	Reasoning Ability	35	35	
	TOTAL	100	100	

Note: Candidates have to qualify in each of the three tests by securing cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for online Main examination.

b) Main Examination:

SN	Name of tests	No. of Questions	Marks	Duration
1	General/ Financial Awareness	50	50	35 minutes
2	General English	40	40	35 minutes
3	Reasoning Ability & Computer Aptitude	50	60	45 minutes
4	Quantitative Aptitude	50	50	45 minutes
	TOTAL	190	200	160 minutes

Note: Weightage of CWE and Interview will be in the ratio of 80:20.

The above tests except the Test of English Language shall be bilingual, i.e. English and Hindi.

19.4.2 CUT-OFF STRATEGY:

The cut-off point is set at Mean - 1/4 Standard Deviation for General category and Mean - 3/4 Standard Deviation for Reserved category which shall be applied for each of the objective tests irrespective of the absolute value of the cut-off point which may be 3 or 4 times in a test of 50 items. There may be a further set of cut-off point on the total Score obtained which may be set at 40%, 35% and 30% with usual relaxation of 5% for reserved category depending upon the number of vacancies under each category. These Cut-off points shall be determined depending upon the situation.

Competent Authority to decide the Cut-off marks for written examinations other than the Common Written examination would be vested with the MD & CEO or in his absence the Executive Director holding charge of the Personnel / Human Resource Department.

There will be a Penalty for incorrect answer @ 0.25 marks assigned to that question in respect of Objective Tests. The Total Weighted Standard Scores-of the candidate will rank for Merit Ranking.



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N.B.: In respect of recruitment of Single Window Operators, whether through direct, contractual, campus or any other mode of recruitment, as the case may be, in case the number of applications received is less than 10 times of the notified vacancies, the MD & CEO or in his absence the Executive Director in charge of Personnel / HR functions, shall be the Competent Authority to waive the stipulation of holding the Written Test.

19.4.3 In case of candidates appearing for the post of Stenographers, Typists, Telephone Operators, etc., they will have to undergo a separate skill test carrying 25 marks (Duration -15 minutes) in the relevant field and secure a minimum of 50% marks.

19.4.4 COMPETENCY BASED INTERVIEW - (100 MARKS):

Provision deleted w.e.f. 22.04.2016.

20. RECRUITMENT FORMALITIES INCLUDING NOTIFICATION, APPLICATION, WRITTEN EXAMINATION, INTERVIEW COMMUNICATION, ETC:

- 20.1** The Institute of Banking Personnel Selection (IBPS), Mumbai shall conduct the Common Recruitment Process (CRP) including the Common Written Examination (CWE) and Common Interview (CI), Pre-Examination-Training (PET) on behalf of all Participating Banks including our Bank for recruitment of POs / MTs and Specialist Officers, as specified in clause no. 17, with the help of a Technology Partner and Nodal Banks. For the Single Window Operator recruitment all the other recruitment formalities remain same except for the interview process that stands discontinued.
- 20.2** In a Calendar Year, the IBPS shall conduct the CRP for the posts of General Banking Officers' cadre, Specialist Officers' cadre and Single Window Operator cadre, as specified in Sub-Clause 17.3.2 (A), (B) & (C) and 19.4.1, from time to time. Bank will communicate to IBPS each year the tentative number of vacancies in the month in which CWE is scheduled to be conducted and the final category-wise number of vacancies in the following month.
- 20.3** The tests for the Common Written Examination *in respect of the CRP* shall be as stipulated in Clause nos. 17.2.2.C & 17.3.2 for Officers' cadre and clause no. 19.4.1 for Single Window Operator cadre.
- 20.4** For the purpose, IBPS in respect of the CRP / Bank, as the case may be, shall issue the requisite Notification inviting the prospective candidates to apply either through manual application form or through Online Registration (application) form provided by way of a link in the IBPS / Bank's Website.
- 20.5** The IBPS in respect of the CRP / Bank, as the case may be, shall also receive the applications from prospective candidates, process them and make arrangements for conducting the PET for SC, ST, Minority communities, etc., for conducting the CWE and Interview.
- 20.6** A Nodal Bank amongst the Participating Banks will be identified for each State / UT which will provide requisite support to IBPS for conducting the PET, CWE and CI. The interviews will be scheduled simultaneously across the country.



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- 20.7 The IBPS shall declare the Scores of the candidates who have been qualified in the CWE. Thereafter, it shall coordinate the conduct of CI of shortlisted candidates with the help of Nodal Banks and declare the results of the Interview. IBPS shall ask the candidates to provide their Order of Preference of Participating Banks.
- 20.8 The Application Fees / Intimation Charges, as decided by the Bank / by IBPS, will be received by the Bank / IBPS, through Core Banking Solution of the Bank / Participating Banks, as the case may be.
- 20.9 The expenditure for the conduct of the entire CRP, i.e. CWE, PET and CI shall be borne by IBPS. IBPS reimburses to the Nodal bank/s the expenditure for conducting the CRP, including the CWE, CI and also PET as and when carried out by the Nodal Bank/s.
- 20.10 Provision deleted.
- 20.11 Provision deleted.
- 20.12 Provision deleted.
- 20.13 In respect of Selection to Post/s other than through the CRP of IBPS, Bank conducts further selection process like Psychometric Test, Group Discussion, Interview, etc. with the assistance of IBPS, wherever necessary and any such mode / criteria as per bank's need with the prior approval of MD & CEO or in his absence the Executive Director in charge of Personnel / HR functions.
- 20.14 The call letters for the purpose of Written Examination, Pre-Exam Training, Interview and Medical Examination, etc. would be sent to the candidates only through their registered e-mail or any other means of communication, as deemed fit, by the Bank / IBPS, as the case may be. Information pertaining to recruitment shall also be provided through SMS and/or any other faster means of communication, as far as possible. A provision for downloading the call letters as also the Information Handout from the Bank's Website shall also be available to the candidates.
- 20.15 IBPS shall provide the details of the selected candidates to Banks along with their dossiers containing the documents pertaining to identity and eligibility submitted by candidates at various stages of the CRP.

21. RESERVATION / RELAXATION TO RESERVED CATEGORY CANDIDATES:

The Bank will adhere to the Government guidelines received from time to time in this regard.

22. MERIT LISTING OF SUCCESSFUL CANDIDATES FOR FINAL SELECTION AND ALLOTMENT OF CANDIDATE TO A BANK:

- 22.1 The successful candidates, to be selected for a particular post shall be placed in the Merit list in the descending order of ranking as under:-
- (i) On the basis of aggregate of marks obtained in the Written Examination and in the Interview, where Written Examination and Interview is stipulated.
 - (ii) On the basis of aggregate of marks obtained in the Group Discussion or any other prescribed mode of selection and in the Interview, where Group Discussion or any other mode of selection and Interview is stipulated.



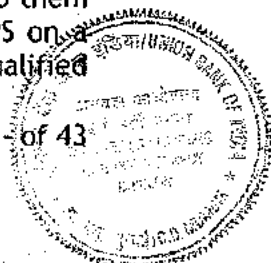
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- (iii) On the basis of marks obtained in the Interview, where mode of selection stipulated involves only a process of Interview.
- (iv) General Manager (P&HR) will be the Competent Authority for declaration of the final result of the combined selection processes for any Post in Officer cadre up to Scale-III and to which the recruitment (other than CRP) takes place, while the Executive Director in-charge of the Personnel & HR department shall be the Competent Authority for Posts in Officer cadre Scale IV & above. In respect of Posts in Sub-staff cadre, the Executive heading concerned Regional / Nodal Regional Office, which is handling the recruitment process, as the case may be, shall be the Competent Authority.
- 22.2 The First List shall consist of top-most successfully selected candidates up to 100% of the notified vacancies.
- 22.3 Thereafter, a Wait List of remaining successful candidates up to a limit of 100% of notified vacancies, with a minimum of 5 candidates for each category, shall be drawn up and maintained to meet the requirement of the Bank in respect of non-acceptance / non-reporting by the selected candidates from the First Merit List or in respect of non-acceptance / non reporting of Wait Listed candidates.
- 22.4 Provided that resignations, death, termination or cessation of service for any reason whatsoever, of newly recruited candidates after being appointed to a particular post under a recruitment project, within the validity period of the Wait List corresponding to the relevant recruitment project, shall be treated as non-acceptance / non-reporting for this purpose.
- 22.5 The Wait List shall remain valid for a period of 1 year from the date of declaration of final results of the respective process or till all vacancies identified for the process are filled in and all vacancies caused due to resignations, death, terminations or cessation of service for any reason whatsoever, of newly recruited employees for the relevant recruitment process are filled in or till date of declaration of the results of the next process, whichever is earlier.
- 22.6 The above provisions referred to at sub-clause nos. 22.1 to 22.5, however, will not be applicable in respect of the Common Recruitment Process conducted by the IBPS.
- 22.7 **Allotment of Candidate to a Bank:**

In respect of the Common Recruitment Process, the IBPS will obtain preference of candidates of all the participating Banks after declaration of result of Common Written Examination and Common Interview and the allotment of the candidate to a particular Bank will be made based on Merit, i.e. the marks obtained by the candidates in the CWE and CI and the order of Preference of Participating Bank given by the candidates. The candidates will be allotted to only one Bank and in the event of the candidate not joining the Bank allotted to him / her within the prescribed time schedule; the candidature will be cancelled from the said recruitment process.

Note:-Common Interview will not be conducted for recruitment upto Single Window Operator Cadre.

- 22.8 Unfilled vacancies arising in case candidates do not join the Bank allotted to them and any additional vacancies, to be communicated by the Bank to the IBPS on a quarterly basis, shall be filled in from among the pool of remaining qualified



RECRUITMENT POLICY

candidates.

23. SERVICE BOND:

23.1 A Bond, amounting to Rs. 2.00 lacs for General Banking Officers and Rs. 2.50 lacs for Specialized Officers, agreeing to work in the Bank for a minimum period of 3 years active service or in lieu pay full bond amount to the Bank at the time of leaving before 3 years.

Note: - The bond amount, is subject to change, as decided by the MD & CEO, from time to time.

23.2 The requirement of obtaining Service Bond may be waived in respect of any candidate, especially those selected from the premier Campus Institutes, with the prior approval of MD & CEO.

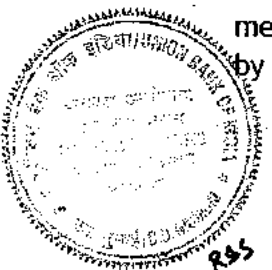
24. APPOINTMENT & CANCELLATION OF APPOINTMENT:

24.1 The selected candidate will be provided with an appointment letter by the Personnel / HR department. The appointment letter should specify the designation, salary, allowances / benefits, probation period, age of retirement, transferability and other terms and conditions.

24.2 The Appointing Authority for various Cadre / Post shall be as mentioned below and he / she shall also be the Authorized Officer for issuing the Appointment Letter. The Cancellation of appointment, wherever required, will be by an Officer / Executive as mentioned below.

S. No.	Appointment for the post in	Appointing Authority	Authority for cancellation of appointment
1	Officer cadre Scale IV & ABOVE	The Executive Director in-charge of the Personnel / HR department or in his absence by the other Executive Director.	Executive who is one level above the Appointing Authority.
2	Officer cadre (Scale I, II & III)	The General Manager (P & HR), C.O.	Committee of three General Managers appointed by ED / MD & CEO.
3	Single Window Operator cadre	An Officer not below the rank of Assistant General Manager - Scale V in the Personnel / HR Department, C.O.	The General Manager (P&HR), C.O.
4	Sub staff cadre	Provision deleted w.e.f 22.06.2017 in view of Chapter II	
5	For others not specified above	The General Manager (P & HR), C.O,	The General Manager (P&HR), C.O.

24.3 The appointment would be subject to the applicant satisfactorily completing medical examination by the Bank's Doctor or as prescribed by the Bank's doctor or by the Bank. The appointment letter should clearly specify this condition.



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24.4 The appointment letter should be sent in duplicate with instructions to return one copy signed for acceptance. On receipt of acceptance of offer, the Personnel / HR department will keep the concerned department informed of the probable joining date of the candidate / s.

25. REFERENCE CHECK:

25.1 Reference checks including police verification will be done for all selected candidates. These reference checks will be conducted as per the following process.

25.2 Candidate provides details of professional referees at the time of interview.

25.3 The Personnel / HR Department calls / sends a letter to the referees seeking their inputs on the candidate with respect to his / her performance / attitude / behaviour.

25.4 If feedback is positive, the Personnel / HR Department will proceed on finalizing the offer. If not, the candidate is not taken further through the selection procedure.

26. PRE-EMPLOYMENT MEDICAL CHECK-UP:

26.1 The Personnel / HR Department shall ensure that all selected candidates should go through Pre-employment medical check-up which will be at Bank's cost.

26.2 The Personnel / HR Department will guide the candidates to the designated regional medical centers.

26.3 If medical report is positive, Personnel / HR Department will proceed on finalizing the offer. If not, the candidate is not taken further through the selection procedure.

27. JOINING AND COMMENCEMENT OF SERVICE:

27.1 Applicability: All new recruits at Union Bank of India at all locations.

27.2 On the day of joining, the employee would need to submit the following documents to the Personnel / HR department: -

- i. Acceptance of the offer of appointment duly signed
- ii. Original Educational, Caste, Disablement & other certificates, wherever applicable (these will be verified and returned immediately to the employee)
- iii. Relieving letter, in original, from past employer, if applicable
- iv. Last Pay-slip, in original, from previous employer, if applicable
- v. Form 16 issued by the previous employer, if any
- vi. Passport-sized photographs



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vii. Service Bond, wherever applicable.

27.3 The designated officer in the Personnel / HR department shall verify that all required documents are complete in all aspects and will file the same in the personal file of the employee.

27.4 All details of the employee (Bio-data) should be captured in Union Parivar.

27.5 **Commencement of Service:**

Service of an employee shall be deemed to commence from the working day on which he / she reports for duty in terms of the offer of appointment, at the place intimated to him / her, after completion of the Appointment and Joining formalities as mentioned in this Clause as well as Clause nos. 24, 25 & 26 above.

28. **Provision Deleted.**

29. **DATABASE MANAGEMENT:**

29.1 The Personnel / HR department shall be responsible to ensure enablement of Recruitment on Union Parivar. Also each business unit (through the Vertical HR Officer) should be urged to develop separate HR MIS for itself, specifically focusing on recruitment and enablement of the recruitment MIS through Union Parivar.

29.2 Post enablement of Recruitment and Selection Management System, the HR Relations Officers will update and enter details in Recruitment Management System. The data will be consolidated centrally - This will ensure that all the transactions are completed as required and will help monitor the following:

- i. Process compliance
- ii. Recruitment - Planned Vs Completed
- iii. Recruitment Cycle Time
- iv. Recruitment Costs

30. **RECRUITMENT IN SUBORDINATE STAFF CADRE:**

Provision Deleted w.e.f 22.06.2017 in view of inclusion of Chapter-II in the policy

31. **MODIFICATION / REVIEW / REVISION:**

31.1 The Recruitment Policy of the Bank shall be modified by the RAC so as to incorporate changes, as may become necessary, on the basis of revised guidelines / directives of the Government of India / Reserve Bank of India / IBA, etc. subject, however, after obtaining approval from the Board.

31.2 The Recruitment Policy shall also be reviewed / revised from time to time by the RAC in tune with changes that may be required in the area of recruitment of staff in the Bank to meet organizational needs after obtaining approval from the Board.



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CHAPTER II

Recruitment in Subordinate staff cadre

1. Application & Posting:

- 1.1. A candidate can apply for one post against the vacancies notified in any State / Union Territory of his / her choice. Multiple applications will not be acceptable.
- 1.2. In respect of Posts of Armed Guards, only eligible Ex-servicemen can apply.
- 1.3. Selected candidates will be posted in any of the Offices / Branches located within the Territory of the State / Union Territory for which the Selection was undertaken by the Bank, subject to the provisions of Industry-wide Bi-partite Settlement between the Indian Banks' Association and the Trade Unions.

2. Quota for Recruitment and Promotion:

- 2.1. Vacancies in the Subordinate Staff Cadre will be filled up through direct recruitment only, since there is no feeder post in these segments.

3. Job Profile - Housekeeper-cum-Peon segment:

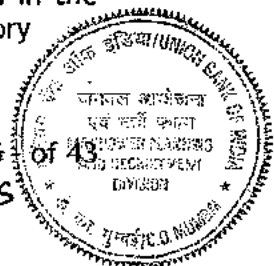
- 3.1. Upkeep of washrooms, wash-basins, drains, etc. with cleaning materials.
- 3.2. Cleaning of office premises, carpets & rugs.
- 3.3. Sweeping, Swabbing, Cleaning, moving things and materials and removing garbage.
- 3.4. Dusting of furniture & fixtures, tables, chairs, doors, windows, floors, ceiling, walls, computers, etc.
- 3.5. Washing and Cleaning the plates, glasses and cups, serving water, tea & snacks.
- 3.6. Upkeep of Lawns, Parks, Potted Plants, etc.
- 3.7. Lifting, moving, transferring and carrying things, articles, etc. from one section to another, inside or outside the Bank's premises.
- 3.8. Carrying files and registers from one section to another section.
- 3.9. Weighing covers of outgoing dak, affixing correct stamps on them and fastening them for posting.
- 3.10. To take Money Orders, to buy Stamps, etc., which involves carrying of cash not exceeding Rs.5000/- and to carry insured letters, etc., to Post Office.
- 3.11. To Stitch / Pack / Tie / Seal currency note bundles and packets.
- 3.12. To accompany Officer / Single Window Operator for transport of transit cash from the Bank to an office outside the Bank or Vice Versa, if unaccompanied by a Watchman / Armed Guard.
- 3.13. Opening and closing the Office / Branch of the Bank
- 3.14. Attending any other duties allotted and / or as per the provisions of the Industry-wide Bi-partite Settlement between the Indian Banks' Association and the Trade Unions.

4. Eligibility Norms :

- 4.1.1. Age: Minimum : 18 years Maximum : 25 years

Note: Reserved Category candidates shall be entitled for Relaxations / Concessions as per Government guidelines

- 4.1.2. The Maximum Age in respect of Temporary / Casual Workmen engaged in the Bank, if any, shall be relaxed upto 45 years of Age including the mandatory



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relaxations extended for the reserved categories by the Government of India, enabling their participation in any recruitment process, subject to specific approval by the Board to that effect.

4.2. Educational Qualifications:

- 4.2.1. A pass in Tenth standard or its equivalent but the candidate should not have passed 10+2 examination or its equivalent.
- 4.2.2. Able to read and write in local vernacular language.
- 4.2.3. The Educational Qualification in respect of Temporary / Casual Workmen engaged in the Bank, if any, shall be relaxed upto 5th Standard pass including the mandatory relaxations extended for the reserved categories by the Government of India, enabling their participation in any recruitment process, subject to specific approval by the Board to that effect.

4.3. Work Experience:

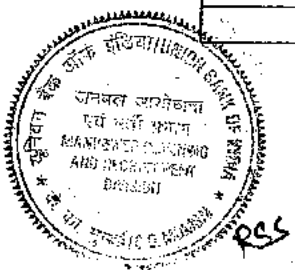
4.3.1. For the Post of Housekeeper-cum-Peon:

- 4.3.1.1. Minimum 360 days' of Work Experience working in jobs as Housekeeper/Sweeper or as Driver or as Worker in a Canteen/Hotel/Eating Place or as a Worker/Keeper/Caretaker in a Guest House/Lodging/Rest Place in Banks, Insurance companies & Financial Institutions in the Public Sector / Private Sector, Autonomous bodies under Central / State Government, Regulators like RBI, SEBI, IRDA & TRAI, etc., Stock / Commodity / Bullion Exchanges or Diamond Bourses, Large Corporates with annual turnover of Rs.100 crores & above during the last financial year.
- 4.3.1.2. Preference will be given to temporary / casual workers engaged, if any, in Banks in India (a) for performing duties of Subordinate staff (b) for maintenance of electrical installations (c) for maintenance of telephone installations (d) as labourers for Executive canteen and general canteen (e) as caretakers for Bank's Guest Houses and (f) as Personal Drivers engaged by Executives of the Public Sector Banks for their personal service outside the employment of the said Executives. Further, Preference will be given based on the tenure of work experience.

Selection Process for the Post of Housekeeper-cum-Peon:

- 5.1.1. Selection Process shall be based on the following criteria; viz., (a) Educational Qualification, (b) Work Experience & (c) Written Test with reference to Job Profile which also include questions pertaining to Psychometric test aggregating to 100 Marks and selection will be strictly on Merit. Written Test will be available bilingually i.e. English / Hindi / Vernacular language of the State/ Union Territory in which the candidate has applied for the Post.
- 5.1.2. Each of the Criterion will carry Scores as under:

Sl.No.	Name of Tests	Score
1	Educational Qualification	30
2	Work Experience	50
3	Written Test with reference to Job Profile which also include questions pertaining to Psychometric test - Duration 30 Minutes	20
	Total	100



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- 5.1.3. In order to qualify, a candidate belonging to the General category has to score minimum 30% and those belonging to the Reserved Categories have to score minimum 25%, in the aggregate.

5.2. Distribution of Scores under the Educational Qualifications:

- 5.2.1. Distribution of Scores under the educational qualification criterion will be based on the percentage of marks obtained in the SSC/ 10th Standard by the candidate belonging to the General Public and will be based on the last qualified exam for candidate belonging to the segments specially relaxed by the Bank, if any. Score to be allotted will be as under:

Percentage of Educational Marks obtained on the basis of Mark Sheets produced		Total Score - 30 Marks
For General candidate	For Reserved candidate	
90% & above	75% & above	30
75% & upto 89.99%	60% & upto 74.99%	25
60% & upto 74.99%	50% & upto 59.99%	20
50% & upto 59.99%	45% & upto 49.99%	15
35% & Above upto 49.99%	35% & Above upto 44.99%	09

5.3. Distribution of Scores for Work Experience:

- 5.3.1. Distribution of Scores for Work Experience shall be as under:

Work Experience		Total Score
For General candidate	For Reserved candidate	
6 years & above	5 years & above	50
4 Years & above but less than 6 years	3 Years & above but less than 5 years	30
2 years & above but less than 4 years	2 years & above but less than 3 years	25
360 days & above but less than 2 years	360 days & above but less than 2 years	20

5.4. Merit Listing Of Successful Candidates For Final Selection:

- 5.4.1. The successful candidates to be selected for a post in the Subordinate Staff cadre shall be placed in the descending order of ranking on the basis of aggregate of Scores obtained in each of the various Criteria i.e. Educational Qualification, Work Experience, the Written Test, or any other Test, where mode of selection involves any one or all of the said parameters, provided they qualify.
- 5.4.2. In the event of two or more candidates have obtained the same score in respect of recruitment in Subordinate staff cadre, merit order shall be decided in the following order:
- Candidate with higher experience
 - Date of Birth, i.e., candidate older in age
 - Candidate with higher educational qualification

5.5. Competent Authority for Declaration of final result of the combined selection processes, for Appointment as well as for Cancellation of Appointment :

- 5.5.1. In cases of recruitment in Subordinate Staff cadre, the Field General Manager in charge of the concerned State / Union Territory will be the Competent Authority



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for declaration of final result of the combined selection processes. The Competent Authority for Appointment of candidates in the Bank as well as for Cancellation of Appointment shall also vest with the Field General Manager in-charge of the concerned State / Union Territory However, for the state of Uttar Pradesh, FGM Lucknow will be the Competent Authority.

6. Recruitment Activities:

- 6.1. The activities pertaining to recruitment shall either be carried out by the Bank on its own, or through IBPS, wherever it is available or through any other Recruiting Agency to be outsourced for the purpose, wherever possible.
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Chapter - III

Recruitment of Sports persons in Union Bank of India

1. The recruitment of Sportspersons will be mainly in the Single Window Operator cadre and Subordinate Staff cadre.
2. **Quota for recruitment of Sports persons:**
The quota for recruitment of Sports persons shall be upto 1% of the total vacancies, rounded off to the next whole integer, to be filled through direct recruitment in the Single Window Operator and Subordinate Staff cadre taken together during the immediate preceding financial year. However, the Board may approve a higher number of vacancies to be filled through recruitment of Sports persons, which however, shall be adjusted from the direct recruitment vacancies identified in the respective cadres of the immediate next financial year. Vacancies earmarked for recruitment of Sports persons shall normally be filled during the same financial year. Unfilled vacancies, if any, for any reason whatsoever, shall be carried forward and added to the fresh quota to be filled during the next financial year.
3. The Sports disciplines or Games shall be as prescribed by the Government of India, Department of Personnel & Training or Department of Sports, from time to time, an indicative list of which is as follows:

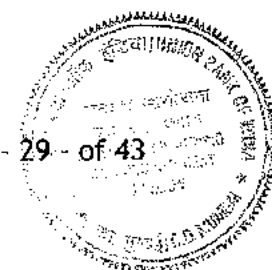
S.No.	Name of Game / Sport	S.No.	Name of Game /Sport
1	Athletics	2	Archery
3	Badminton	4	Basketball
5	Boxing	6	Carrom
7	Chess	8	Cricket
9	Football	10	Gymnastics (including Body Building)
11	Hockey	12	Judo
13	Kabaddi	14	Karate
15	Kho Kho	16	Power Lifting
17	Rifle Shooting	18	Squash
19	Swimming	20	Table Tennis
21	Tennis	22	Volleyball
23	Weightlifting	24	Wrestling

The Bank, however, will focus only on a few specific Sports disciplines rather than having Sportsperson in all the disciplines.

4. Eligibility norms:

4.1. Age:

- (i) The Minimum age for filling of posts through meritorious Sports persons shall be 18 years and the Maximum age shall be 25 years in the Subordinate Staff cadres and 28 years in the Single Window Operator cadre, subject to a relaxation in upper age limit upto a maximum of 5 years.
- (ii) Upper Age Limit shall be further relaxable in terms of Government of India guidelines for the specified reserved categories, as under:



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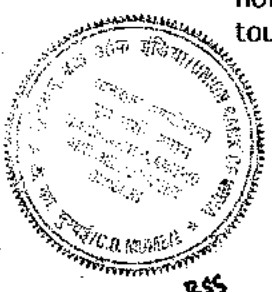
S.No.	Particulars	Relaxations
(i)	Scheduled Caste/Scheduled Tribe	By 5 Years
(ii)	Other Backward Classes	By 3 Years
(iii)	Persons with Disabilities	By 10 Years
(iii)	Persons ordinarily domiciled in the State of Jammu & Kashmir during 01.01.80 to 31.12.89	By 5 Years
(iv)	Persons affected by 1984 riots	By 3 Years
(v)	Widows, divorced women and women legally separated from their husbands who have not remarried	By 9 Years
(vi)	Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in armed forces +3 years, subject to maximum age limit of 50 years

4.2. Educational Qualifications:

- (i) **Single Window Operator Staff:**
Should be a Graduate or its equivalent in any discipline from a University/ Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies. Computer Literacy will be desirable.
- (ii) **Subordinate Staff:**
Should be Minimum 10th Standard Pass or its equivalent but should not have passed 12th Standard or its equivalent from a Board recognized by Govt. of India / approved by Govt. Regulatory Bodies.
- (iii) However, if a Sports Person is having outstanding sports achievements but who does not possess the minimum educational qualifications as referred above; he / she may be permitted to participate in a recruitment process by relaxation in minimum educational qualification, subject to the acquiring of the same within a period of two years from the date of his / her appointment.

4.3. Sports Qualifications:

- i. Should have -
- represented the Country in International competition, or
 - represented any State in National competition, or
 - represented any District in State level competition, or
 - represented any University in Inter-University competition conducted by Inter University Sports Board, or
 - represented any State School team in the National sports / Games for Schools conducted by the All India School Games Federation, or
 - been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive,
- as a Sportsperson in any of the Games or Sports discipline, as mentioned in Clause No.3 above, for which Recruitment is to be conducted by the Bank.
- ii. At the time of the appointment, the candidate must be an active sportsperson and his / her last participation should be within 1 year prior to the date of issue of notification for the recruitment and should be fit enough to take part in future tournaments as well.



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- iii. Certificates relating to efficiency /merit /representation in sports would be required to be submitted, as per prescribed formats, if any, from the following authorities to evidence credentials in respective game / sports concerned:

List of authorities competent to award certificates of Sports qualifications:

SN	Competition	Authority awarding certificate
a	International Competition	Secretary of the National Federation of the game concerned.
b	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.
c	State Competition	Secretary of the State Association of the Game concerned.
d	Inter-University Competition	Dean or other Officer in over all charge of Sports of the University concerned.
e	National Sports Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of Sports/Games for schools in the Directorate of Public Instructions / Education of the State
f	Physical Efficiency Drive	Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare, Government of India

5. Recruitment Procedure:

5.1. Vacancies:

Vacancies for different Sports disciplines shall be worked out by concerned Sports Associations in the Bank with the approval of its General Body and shall be conveyed by its General Secretary to the Human Resources Department in the Bank. However, the final decision in respect of creation and abolition of posts and identification of vacancies shall vest with the Bank's Management.

5.2. Advertisement / Notification:

Recruitment of Sports persons shall be made by notifying the vacancies in the Employment News/ Rojgar Samachar or in the widely circulated National / Regional Dailies in English / Hindi or Vernacular languages and hosted on the Website of the Bank as well as the recruiting agency, like the IBPS. The mode of application will be online and the services of the IBPS or any other agency may be engaged to collect the applications, as per the prevailing practice.

5.3. Fees:

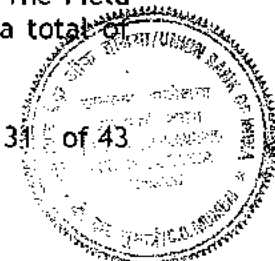
The Fee for recruitment of Sports persons shall be equivalent to the fees prescribed for recruitment through IBPS, from time to time.

5.4. Communications:

The communications regarding the Recruitment Process would be sent to the communication address / registered email / registered mobile number of the candidates provided in their online application through speed post / registered post / email / sms or any other means of communication, as deemed fit, by the Bank / IBPS. A provision for downloading the call letters for Field Trial and / or Personal Interview from the Website of the Bank or its Recruiting Agency (IBPS) may also be available to the candidates.

6. Selection Process:

The Selection process will be in three phases, i.e. (i) Sports Proficiency (ii) The Field Trial and (iii) The Written Test on general sports awareness, comprising of a total of 200 Marks.



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6.1. Sports Proficiency:

In the 1st phase, all the applicants will be ranked as per their option of the post applied for based on their Sports Proficiency. The Proficiency will be evaluated on the basis of their participation and achievements in recognized tournaments / events in the immediately preceding three financial years, as per details accompanied by supporting certificates furnished by the applicant.

6.1.1. The tournaments / events will be evaluated in the following descending order of importance:

- i. International tournaments/ events of Universal importance like Olympics, World Games, etc.
- ii. International tournaments/ events of Regional importance like Asian Games, Commonwealth Games, Afro-Asian Games, etc.
- iii. Other International tournaments / events of local importance
- iv. Domestic tournaments / events of National level of Seniors like National Games, National Federation Games, Ranji Trophy, etc.
- v. Domestic tournaments / Events of National level of Juniors
- vi. Inter-university tournaments
- vii. National School Games
- viii. National Physical efficiency drive certificate holders

6.1.2. While evaluating the achievements in the tournaments / events as mentioned above, 1st Place winners will be given more weightage than 2nd Place winners who in-turn will be given more weightage than 3rd Place winners. Participants in International tournaments / events will also be given weightage even if they have not secured any place.

6.1.3. The weightage in marks for Sports Proficiency shall be as under:

Sr. No.	Particulars	Marks			
		Winning 1 st Place	Winning 2 nd Place	Winning 3 rd Place	For Participation
a	International tournaments / events	50	47	46	45
b	National tournaments / events	45	42	41	40
c	State level tournaments / events	40	37	36	35
g	District-level or Inter-University level tournaments / events	30	27	26	25
h	Any other recognized domestic tournaments / events	25	25	25	25

Note: The candidates will be entitled for only one of the above weightages

6.1.4. While evaluating the performances of the sports persons in team events, if it is noticed that the concerned Sports person has not actually played even in a single game despite he/she being a member of the team, no weightage will be given to him/ her for the said tournament / event.

6.1.5. The best three performance only in each of the immediately preceding three financial years will be considered for evaluation, details of which is to be furnished alongwith the application.



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6.1.6. Sports achievements certified by the authorities recognized by the Government of India - Department of Sports or by the similar Departments under any State / Local Government, only shall be considered.

6.2. Field Trials:

6.2.1. In the 2nd Phase of the Selection Process, based on their rankings in the 1st phase, a specified number of candidates will be called for the Field Trials to assess their proficiency and fitness. The Field Trial will be of 100 marks and minimum qualifying marks will be 50% i.e.50 marks, for both the General as well as the Reserved Category candidates. Trials shall be conducted in the presence of all the members of the Trial Committee to be constituted for the purpose.

6.2.2. The composition of the Trial Committee for Field Trial may be as under:

Chairman	Other members
An Executive in the Bank in the rank of SMGS-V or above.	A practicing coach of the respective game at the International / National / State levels / Railway / NIS qualified, for which the recruitment is being made & A Senior International / National / State level player in the relevant discipline for which the recruitment is being made.

Note: If any Staff member of the Bank in the Officer and Single Window Operator cadre fulfils any of the norms applicable to the other members of the Trial Committee, he / she shall have preference over others.

6.2.3. The MD & CEO shall be the Competent Authority to decide the nature of Field Trial, number of candidates to be called for the said Field Trial and the Written Test, for constitution of Trial committee for Field Trial as well as the Honorarium to be paid to the Trial Committee members from outside the Bank.

6.2.4. All field trials will culminate into the prescribed dope test. Candidates testing positive in the Dope test will be disqualified for the entire process.

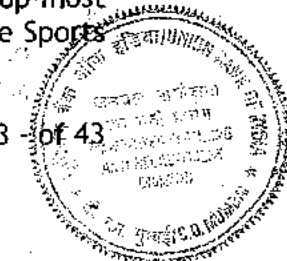
6.3. Written Test:

In the 3rd Phase of the Selection process, a specified number of candidates who qualify in the Field Trial will be called for a Written Test. The Written Test on Sports related topics shall be of 1 hour duration consisting of objective multiple choice questions in English and Hindi comprising of 50 marks. The minimum qualifying marks will be 50% i.e. 25 marks for General category candidates and 45% i.e. 23 marks for the reserved category candidates. The setting of the Question paper as well as conduct of the Written Test shall be done by the IBPS or by the Staff College Bengaluru.

7. Merit List of Successful candidates for Final Selection

7.1. The successful candidates shall be placed in the Discipline-wise, Reserved Category-wise Merit list in the descending order of ranking on the basis of aggregate of marks obtained in each of the selection process, i.e. (i) Sports Proficiency (ii) Field Trial and (iii) Written Test.

7.2. The Discipline-wise, reserved category-wise Merit List shall consist of top-most successful candidates up to 100% of the notified vacancies under each of the Sports discipline considered for recruitment.



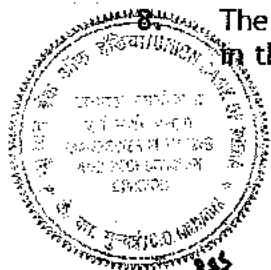
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- 7.3. Thereafter, a Discipline-wise, reserved category-wise Wait List of remaining successful candidates up to a limit of 100% of notified vacancies in each of the Sports discipline shall be drawn up and maintained to meet the requirement of the Bank on account of non-acceptance of the offer or non-reporting by the selected candidates.
- 7.4. The Wait List shall remain valid for a period of 1 year from the date of declaration of final results of the respective process or till all vacancies identified for the process are filled.
- 7.5. In the event of tie, Order of Preference will be as under:
- 7.5.1 First preference will be given to those candidates who have represented the country in an International Competition.
- 7.5.2 Next preference will be given to those who have represented a State / Union Territory in the senior or junior level National Championships organized by the National Sports Federations recognized by Department of Sports or National Games organized by Indian Olympics Association and have won medals or positions upto the 3rd place. Between the candidates participating in Senior and Junior National Championships/Games, the candidates having participated and won medal in Senior National Championship will be given preference.
- 7.5.3 Next preference will be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports Board and have won medals or positions upto the 3rd place in finals.
- 7.5.4 Next preference will be given to those who represented the State Schools in the National Sports / games for Schools conducted by the All-India School Games Federation and have won medals or positions upto 3rd place.
- 7.5.5 Next preference will be given to those who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- 7.5.6 Next preference will be given to those who represented a State/ Union Territory/ University/ State Schools Teams at the level mentioned in para nos. 7.5.2 to 7.5.4 above but could not win a medal or position, in the same order of preference.
- 7.5.7 Participation in individual and team event / item may be given the same preference.
- 7.5.8 In the event of Inter-Se tie, those who have secured a higher position or won more than one medal/s will be given the preference.
- 7.5.9 Further, in case, more than one Sports person scores the same marks for the same Sport, preference shall be given to the younger candidate.

Note:

- (i) Participation in Individual team and team event / item will be given the same preference.
- (ii) No preference will be given for winning more than one medal / position except as explained in Para 7.5.8 above.

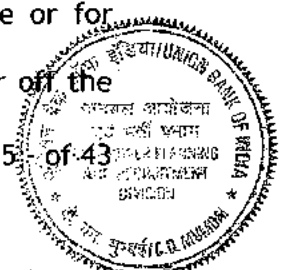
The appointment of candidates will be subject to his / her being found medically fit in the pre-recruitment medical examination, verification of character antecedents,



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and verification of genuineness of the eligibility certificates produced.

9. The reservation / relaxation for various reserved categories in recruitment of sportspersons shall be as per the prevailing guidelines of the Government of India and the persons appointed under the sports quota shall be adjusted in the Recruitment / Reservation Roster against the category, viz SC/ST/OBC/EWS/UR to which he / she belongs.
10. **Service obligation:**
- 10.1. The candidates selected to the post(s) will be on probation for a period of six months from the date of appointment. However, the candidates who have been appointed by way of relaxation of the minimum educational qualifications, the period of Probation in such cases shall be extended till he / she acquires the minimum educational qualification, as prevailing on the date of initial appointment with upto a maximum of three extensions of six months each. The confirmation in Bank's services is subject to a satisfactory review of the performance of the Sports person by a three member Trial Committee, as mentioned at Clause no. 6.2.2 as also acquiring of the minimum educational qualification applicable for the Post to which the candidate was appointed. During review, if the performance of a person recruited on Sports account is considered to be unsatisfactory or if he has not acquired the minimum educational qualification, the probation period will be extended for a further period of six months at a time with a maximum probation period of two years and the person will have to improve his / her performance to get confirmed in the Bank's services.
- 10.2. Sports person should abide by all the rules and regulations of the game as specified by the respective Sports Federation, including Dope test.
- 10.3. The selected candidates would be obliged to play for the Bank's team whenever and wherever necessary, for at least 5 years. If he/she is required to participate in any sports event outside the Bank e.g. State/National/International events etc., he/she will do so with prior permission of the Bank. The Bank will reserve the right to grant or deny players such permission at its own discretion without assigning any reason.
- 10.4. During the normal office hours, whenever players are not required to be associated with Sports activity for which they have been recruited, they will attend to and carry out the official duties applicable to the cadre and allotted to him or her by their superiors.
- 10.5. The Sportsmen employees shall be liable for disciplinary action including suspension or dismissal from the Bank's services if they contravene the code of conduct or the service rules applicable to them in terms and conditions of their appointment including the following:
- (i) Furnishing false information / fake documents at the time of recruitment,
 - (ii) Unsatisfactory performance during the probation period / extended probation period,
 - (iii) Not acquiring minimum educational qualification within two years of appointment,
 - (iv) Refusal to play when required to do so by the Bank,
 - (v) Inability to play at least for 5 years for the Bank
 - (vi) Failure to obtain prior permission of the Bank to play elsewhere or for participation in State / National / International events,
 - (vii) In the event of Penalty / Fine / Ban imposed on him / her, on or off the



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field,

- (viii) Testing positive for the dope test, and
- (ix) Any other acts of misbehaviour /indiscipline thereby bringing disrepute to the Sports or to the Bank or to the State /Country.

10.6. The sportspersons so recruited shall conform to and abide by the rules of the Bank and carry out any instructions and directions which may be issued to them from time to time.

10.7. All selected candidates shall give a written & signed declaration / undertaking to the above effect at the time of their appointment /joining in the Bank.

11. Competent Authorities:

11.1. The Appointing Authority shall be vested with the Assistant General Manager in the HR department of the Bank, who is the Competent Authority for appointments through Common Recruitment Process of IBPS. The authority to cancel the appointments shall vest with the General Manager (HR) in the Bank.

11.2. In case of any dispute, the decision of the MD&CEO of Union Bank of India will be final and binding.



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Chapter - IV

Recruitment for the Post of Armed Guard in Union Bank of India

1 Job Profile - Armed Guards:

- a. 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.
- b. 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.
- c. Maintenance and Operation of Fire Alarm systems and Fire-fighting equipments.
- d. Work in shifts including night shifts.
- e. To perform other routine duties of the Subordinate cadre as required by the Management from time to time.

2 Eligibility Norms (as per Govt guidelines applicable to the Sub-ordinate cadre):

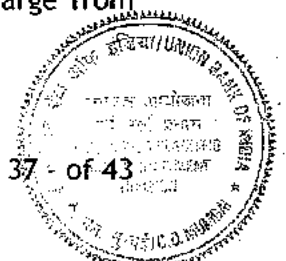
2.1.1. Age (as on Cut-off date): Minimum : 18 Years Maximum : 25 years

Note:

- a. Reserved Category candidates shall be entitled for Relaxations / Concessions as per Government of India guidelines.
- b. Maximum Age for Ex-Servicemen including all relaxations for various reserved categories for the Post of Armed Guard shall be 45 years or as prescribed by Government of India from time to time.

2.2. Educational Qualifications and other criteria (as on Cut-off date):

- 2.2.1. A pass in 10th standard or its equivalent examination but the candidate should not have passed 10+2 examination or its equivalent.
- 2.2.2. Able to read and write in local vernacular language of his domicile State/ Union Territory.
- 2.3. His character should be 'EXEMPLARY' at the time of valid discharge from Armed Forces.
- 2.4. 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.



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3 Recruitment Notification:

- 3.1. Bank shall publish the recruitment notification in newspapers having wide circulation in the respective State / UT requesting interested eligible Ex-Servicemen who are preferably registered with the respective Zila Sainik Board / Rajya Sainik Board to apply online on the official web-link provided for the purpose.
- 3.2. Simultaneously, the Bank shall place an Indent in the prescribed Proforma with the respective Zila Sainik Board / Rajya Sainik Board and the local Employment Exchange requesting them to advise the eligible candidates to apply online in response to the Bank's notification issued for the purpose.

4 Recruitment Activities:

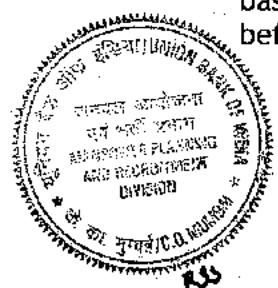
Activities pertaining to written test will be carried out by the IBPS while the rest of the recruitment process shall be carried out by the Bank through its Regional / Nodal Regional Offices.

5 Application & Posting:

- 5.1. A candidate can apply for one post against the vacancies notified in his domicile District. Multiple applications shall not be acceptable.
- 5.2. In respect of Post of Armed Guards, only eligible Ex-servicemen can apply. Disabled Ex-Servicemen and / Dependants of Servicemen killed in action, however, shall not be eligible to apply.
- 5.3. Persons with Benchmark Disabilities (PwDs) as provided under 'The Rights of Persons With Disabilities Act, 2016' shall not be eligible, as the job profile of Armed Guard is perceived to be beyond the capacity of such persons. As such, Post of Armed Guard in the Bank shall not be an identified Post for providing reservations for Persons with Benchmark Disabilities.
- 5.4. Prospective candidates will be required to submit / upload (in case of online application) the copies of the various documents in support of their credentials / eligibility including the Military Discharge Certificate / Book.
- 5.5. Selected candidates shall be initially posted in any of the Offices / Branches located within the Territory of the District for which the selection was undertaken by the Bank. However, the service conditions shall be subject to the provisions of various Statutes besides the Industry-wide Bi-partite Settlement applicable to the Subordinate Cadre in the Bank between the Indian Banks' Association and the Trade Unions.

6 Screening:

Written test shall be conducted by the IBPS and results of qualified candidates will be conveyed to the Bank. Screening of the candidates qualified in the written test shall be made by the Bank's Regional / Nodal Regional Offices, as the case may be, based on the age, educational qualification, Character and Medical Standards, etc., before the conduct of the Physical Fitness Test.



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7 Selection Process:

7.1. The Selection Process shall be based on the following criteria; viz., (a) Written test and (b) Physical Fitness Test, aggregating to a Total Score of 100. Written Test shall be made available bilingually i.e. in English and in Hindi.

7.2. Each of the Tests shall carry Maximum Scores as under:

Sl. No.	Name of Tests	Maximum Score
a	Written Test having a Duration of One Hour	70
b	Physical Fitness Test	30
	Grand Total	100

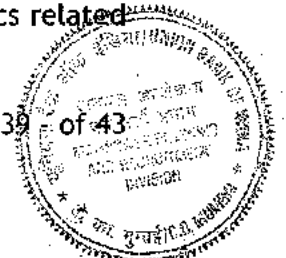
7.3. Written Test :

The Written 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 through IBPS 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
a	General Knowledge	15	15	
b	General English	15	15	
c	Test of Reasoning	25	25	Minimum 10 marks for all categories
d	Test of Security and Military Knowledge	15	15	
	Grand Total (a to d)	70	70	25 marks for reserved and 28 marks for unreserved category including minimum 10 marks of Test of Reasoning subject to Clause 7.4 as stated below.

Notes:

- (i) Test of Reasoning ensures that the Armed Guard is equipped with high average and intelligent quotient so that he can apply his acquired human and weapon skills to a situation for a positive outcome every time. A set of diagrammatic pattern recognition, basic numerical reasoning, etc. will be used to assess the same. It is mandatory to qualify in the Test of Reasoning for the Post of Armed Guard. In order to qualify, the candidates, 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 as it would adversely reflect upon their ability to handle situation, people and weapons.
- (ii) Test of Security and Military Knowledge shall cover Organizational Structure, Navigation, Section level Weapons, Section level tactics, general topics related



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to Military, Air Force, Navy & Police, use of weapons in relation to right to private defense and legal consequences, etc. A question bank containing about

500 questions pertaining to the Test of Security and Military Knowledge shall be prepared by the Bank's Security Division and handed over well in time to the IBPS / Test conducting agency.

7.4. Cut-off Scores: The overall Cut-Off Scores for General and Reserved category candidates for the Written Test will be decided by the Bank at an appropriate time depending upon the number of District-wise vacancies, actual performance of the candidates, urgency of recruitment, etc.

7.5. Physical Fitness Test:

7.5.1. Candidates who qualify in the written test of the IBPS and who otherwise satisfactorily meet the eligibility criteria during the Screening 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
Grand Total			30	15

(ii) Details of each of the Physical Fitness Tests are as under:

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

Notes:

(i) 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. The medical examination shall either be done by the Bank's empanelled doctor or by a MBBS qualified Doctor appointed for the purpose by the Bank.

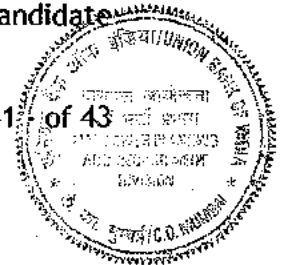


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- (ii) The Physical Fitness Tests shall be conducted at any suitable / available PT / Football/ Cricket / Hockey ground / Open ground or a large enclosed hall with adequate space for the tests.
- (iii) The Physical Fitness Test shall be Video recorded.
- (iv) An Ambulance with Nursing Assistant and First Aid essentials shall be kept ready for initial treatment / stabilization and / or for transportation to the nearby hospital in the event of any casualties during the Physical Fitness Test.
- (v) 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.
- (vi) All tests are required to be conducted before a Committee of Officers comprising of one Chairman of the Committee and two members. The Chairman of the Committee shall be an Officer not below the rank of AGM Scale-V while in respect of other 2 members, one of them shall be a Security Officer of the Bank not less than Scale III or of any other Public Sector Bank of any rank and the second member shall be an Officer of the Bank not below the rank of MMGS-II. One or two additional members may be nominated to take care of representation of reserved categories of SC/ST, OBC, Minority communities. The Committee shall be competent to award the scores based on the actual performance of the candidates in the Physical Fitness Tests.
- (vii) The performance of each of the candidate shall be recorded in the Scoring sheet immediately after he / she takes the test and which shall be jointly authenticated by the candidate as well as the each of the Officers in the Committee.

7.6. Select List and Wait List:

- (i) Candidates who have qualified in the various tests as per the 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.
- (ii) The First List shall consist of top-most scoring candidates upto 100% of the notified category-wise vacancies.
- (iii) Thereafter, a Wait List shall be drawn in the descending order of ranking from the remaining successful candidates up to a limit of 100% of notified category-wise vacancies, with a minimum of 1 candidate for each reserved category, to meet the requirement of the Bank in respect of non-acceptance / non-reporting by the appointed candidates. 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.
- (iv) 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).



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- 8 **Competent Authority for Constitution of Committee for Physical Fitness Test, Declaration of final result of the combined selection process, for Appointment of candidates as well as for Cancellation of Appointment:**

In cases of recruitment in the Armed Guard segment of the Subordinate Staff cadre, the concerned Field General Manager (FGM) will be the Competent Authority for the purpose of Constitution of the Committee of Officers for evaluation of performance in the Physical Fitness Test and Declaration of final result of the combined selection process. Further, the Competent Authority for Appointment of candidates in the Subordinate staff cadre in the Bank shall be the Regional Head of the concerned Nodal Regional Office and for Cancellation of Appointment in the said cadre shall vest with the General Manager (HR).

- 9 The appointment of candidates are subject to their satisfactory medical examination / check up, reference checks including police verification, etc.
- 10 The Bank shall adhere to the Government of India guidelines issued from time to time in respect of Recruitment, Reservations and Concessions, Preparation of Select List / Wait List, etc., wherever applicable.
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