

यूको बैंक

(भारत सरकार का उपक्रम)

**UCO BANK**

(A Govt. of India Undertaking)

सम्मान आपके विश्वास का

Honours Your Trust

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

Date: 16.01.2024

**ENGAGEMENT OF CHIEF TECHNOLOGY OFFICER (CTO),
CIVIL ENGINEER, ARCHITECT ON CONTRACTUAL BASIS
ADVERTISEMENT NO: HO/HRM/RECR/2023-24/COM-51**

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 16.01.2024 TO 29.01.2024

UCO Bank invites online application from qualified and experienced professional for various positions in bank on **contractual basis**. Candidates are requested to apply Online as per the registration link available on Bank's website www.ucobank.com -> [career](#) -> [Recruitment Opportunities](#)

1. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. The process of registration is complete only when fee is deposited with the Bank through Online mode on or before last date for payment of fee.
3. **Candidates are required to upload all required documents (age proof, educational qualification, experience etc.) failing which their candidature will not be considered for written test/interview.**
4. Short-listing and interview / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/ documents as and when called by the Bank.
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will not be allowed to appear for the interview.
6. Candidates are advised to check Bank's website www.ucobank.com -> [career](#) regularly for details and updates (including the list of shortlisted/ selected candidates). The Call letter/ advise, where required, will be sent by e-mail only (No hard copy will be sent). **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
7. No hard copy of application & other documents to be sent to this office.

The eligibility as on (01.01.2024) is furnished hereunder:

Sl	Post	No of Posts	Age	Educational Qualification	Experience
1.	CHIEF TECHNOLOGY OFFICER (CTO)	01	Min 40 years Max 57 years	Engineering Graduate or MCA or equivalent qualification from a recognized University/Institution.	Minimum 15 years experience in relevant areas is mandatory. He/she should have worked in Banking- IT related areas/ projects involving IT Policy & Planning/ Financial Networks & applications/ financial information systems/ cyber security technologies/ payment technologies etc., of which 5 years at senior management level.
2.	MANAGER - CIVIL ENGINEER	03	Min 25 years Max 35 years	B.E/B. Tech in Civil Engineering from a university recognized by the Govt. Of India. /Regulatory bodies /AICTE etc.	Minimum 3 years of relevant experience in Construction/ Maintenance of multistoried Commercial/ Residential Buildings/ Projects of Govt./ Semi Govt Dept. or Institutions/ PSUs/ Corporates or its group companies/ Project Consulting/ Real Estate Firms.
3.	MANAGER - ARCHITECT	02	Min 25 years Max 35 years	<ul style="list-style-type: none"> • B.E/B. Tech in Architecture from a university recognized by the Govt. of India. /Regulatory bodies /AICTE etc. • Valid registration of 	Minimum 3 years of relevant experience in Planning, Designing, Supervision and execution of multi-storied Commercial/ Residential/ Institutional Projects along with interiors of Govt./Semi Govt Dept. or institutions/ PSUs/ Corporate or its group

SI	Post	No of Posts	Age	Educational Qualification	Experience
				council of Architecture • Knowledge of Auto Cad • Should be conversant with Govt. guidelines pertaining to procurement of works, goods and services	companies/ Project Consulting/ Real Estate Firms.

- The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Maximum age indicated is for General category candidates.
- Please note that change of category submitted by the applicant will not be permitted at any stage.
- Relaxation in upper age limit will be available as detailed below:

Category	Age relaxation
Scheduled Caste/Scheduled Tribe	5 years
Other Backward Classes (Non- creamy layer)	3 years
Persons With Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per Government guidelines	5 years

Roles & Responsibilities, Location of office for above positions are appended as Annexure-I

Remuneration	<p>Remuneration will be offered bases on candidates' qualification, overall suitability and market benchmarks for respective posts, and shall not be a limiting factor for suitable candidates.</p> <p>Engaged candidate will not be eligible for any kind of Staff benefit / scheme. Income Tax, Professional Tax, any other Tax/ Statutory liability will be borne by engaged executive.</p>
Nationality/ Citizenship	<p>A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before Jan.1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/interview/selection process conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.</p>

Mode of Selection

- Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call candidates in a particular ratio, as its sole discretion, as per Bank's requirement.
- Adequate candidates as decided by the Bank will be shortlisted based on their eligibility, experience, qualification. Most suitable candidates will be called for selection process hence, mere satisfying the eligibility norms do not entitle a candidate to be called for selection process.
- The screening committee constituted by the Bank will examine whether the candidates fulfil the required eligibility criteria. Bank may decide the parameters to be adopted for screening process. No representation or correspondence will be entertained by the Bank in this regard.

- VI. The qualifying marks in Interview will be decided by the Bank.
- VII. In case more than one candidate scores the same cut off marks, such candidates will be ranked according to their age in descending order.
- VIII. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfil the eligibility criteria as may be required for the post.

Note : Based on the number of applications received, the Bank will decide whether the selection will be made through only interview or written exam and interview both.

Tenure of Engagement For Contractual Positions:

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

Application Fee/ Intimation Charges:

Rs. 100/- + Payment Gateway Charges for SC/ST/PWBD candidates.

Rs. 700 /- + Payment Gateway Charges for all others.

Procedure for Application: ONLINE

Candidates are required to have a valid Personal E-Mail ID and Contact Number. It should be kept active till completion of this engagement project. Bank may send call letters for personal interview and/or Selection Process on the registered E-Mail ID. In case, a candidate does not have a valid personal E-Mail ID, he/she should create his/her personal E-Mail ID before applying.

Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained. Fee payment will have to be made through online mode only.

GUIDELINES FOR FILLING ONLINE APPLICATION:

1. Candidates should visit Bank's website www.ucobank.com ->career ->**Recruitment Opportunities** and fill the online application form and pay the application fee using online payment facility.
2. Candidate are advised to refer Annexure II, III for detailed process of applying online and upload of photograph, signature and documents.
3. Candidates can apply online only from 16.01.2024 to 29.01.2024 and no other mode of application will be accepted.
4. The name of the candidate should be filled correctly in the application as it appears in OVD/certificates/Mark sheets. Any change/alteration may disqualify the candidature. An application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
5. **Candidates are advised to carefully fill in the application form themselves as no change in any of the data filled in the application form will be possible/ entertained.**

Documents to be uploaded:

Self-attested Certificate of age, category, educational qualification, CV, experience etc

GENERAL INFORMATION: -

1. Before applying for the post, candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete filling up of application form and submit the same as per the instructions given in this regard. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility.
2. Candidate should indicate the percentage obtained to the nearest two decimals in the application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in the

- application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter-alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
3. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this notice, including criteria for qualifying/method and procedure for selection.
 4. Only those candidates who fulfil the eligibility criteria will be called for interview and shall be intimated regarding the details via e-mail. Candidates are advised to keep their e-mail ID alive for receiving advices.
 5. Candidates will have to produce original certificates for educational qualifications, experience, age, category etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which the candidate will not be allowed for interview and their candidature will be cancelled.
 6. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
 7. No Travelling Allowance is payable to candidates who are called for interview.
 8. Request for change of contact no./address/ email ID/interview centre will not be entertained.
 9. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
 10. Canvassing in any form will be a disqualification.
 11. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Rules & Policies of the Bank.
 12. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
 13. Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
 14. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
 15. The Bank takes no responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the UCO Bank or communication.
 16. Intimations, wherever required will be sent by email and/ sms only to the email ID and mobile number mentioned in the application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website www.ucobank.com for latest updates.
 17. Any dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
 18. **ANNOUNCEMENTS:**
All further announcements/ details pertaining to this process will only be published/ provided on Banks website www.ucobank.com from time to time.
 19. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice. Decision of bank in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. **Bank reserves all rights pertaining to this engagement and would be final.**

Place: Kolkata
Date: 16.01.2024

General Manager
HRM Department

Roles & Responsibilities, Location of Office

CHIEF TECHNOLOGY OFFICER (CTO)	<ol style="list-style-type: none"> I. Develop and communicate a comprehensive technology strategy as per business objectives/ goals; outline a roadmap to guide the Bank's technology advancements; II. Drive initiatives to create a flexible IT architecture and enhance digital value propositions; III. Provide in-depth technical expertise to top management, identify and implement new technologies aligning with current and future needs of the Bank; IV. Coordinating with IT vendors, bringing in industry expertise for digital initiatives; V. Optimize and manage the technology network for efficiency in process/operations, resilience and cost-effectiveness across the Bank; VI. Identify needs and ensure timely development of ideal software solutions and increase operational efficiency through technology applications; VII. To ensure quality testing and assurance of product & process through advanced testing tools and concepts like robotic processes and automation; VIII. Formulate, review and implement business continuity plans to ensure uninterrupted business operations and regularly test readiness for unforeseen and unexpected events which can impact the business continuity; IX. Develop and maintain overall IT policies, standards, and strategies to ensure a uniform framework; X. Evaluate emerging technologies and assess their applicability; XI. Review and monitoring of IT procurement, project implementation, and outsourcing on an ongoing basis; XII. Identify security threats, formulate and implement strategies to mitigate them; XIII. Strengthen compliance framework for development, risk management, and ongoing support operations; XIV. Collaborate with departments to provide technology support for business and compliance; XV. Plan and implement IT transformation projects; XVI. Providing technology support for Internet Banking, Mobile Banking, UPI, Offline OTP, UCO Pay+, digital lending and SMS services of the Bank. XVII. Overseeing the development functions of CBS, coordinating with CBS Functional Groups and other Groups in Updating CBS product as a whole as per New Developments, Regulatory Guidelines, Market Trends, Bank's requirements, Business Goals etc.; XVIII. Providing support to CBS users in Branches, Zonal Offices and Head Office, government Business solutions, Treasury Interface and other treasury applications; XIX. Overseeing of IT security risk in the Bank, coordinating with Information Security and Audit teams and initiate necessary changes in the systems and processes; XX. Development and management of IT infrastructure assets to achieve Bank's objective through various channels; XXI. Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned may be assigned from time to time for the above post. <p>Location of Office: The position/ place of posting of candidate will be at Bank's Head Office</p>
MANAGER - CIVIL ENGINEER	<ol style="list-style-type: none"> I. Oversee all construction/ renovation and maintenance related works of Bank's buildings; II. Preparation of Tender Documents and Bill of Quantity (BOQ) for construction / repair & renovation / furnishing of Office / Branch /

	<p>Quarters as per Bank / CVC norms;</p> <ol style="list-style-type: none"> III. Empanelment of Contractors as per Bank / CVC norms, via proper tendering processes, scrutinizing the received bids thoroughly by checking their financial status, their quality of works by taking performances certificates from their previous clients, etc; IV. Scrutiny of Plan layouts for construction / repair & renovation / furnishing of Office / Branch / Quarters, prepared by the Architects; V. Supervision of Construction / repair & renovation / furnishing works of Office / Branch / Quarters, as per the tender terms; VI. Field Survey of premises for a new branch or for branch/ATM shifting and incorporation under lease agreement as per Bank / CVC norms; VII. Efficient procurement of goods/ works/ services required for completion of job by leveraging the Government e-Marketplace (GeM) portal; VIII. Making Bill payments as per the BOQ, actual measurements of work done at the site by the contractor and as the tender specifications; IX. Execution of repair and maintenance of Bank premises, both residential and office buildings as per Bank / CVC norms; X. Preparation of Tender Document for engagement of outsourcing agencies outlining comprehensive details regarding the project requirements, terms of service and evaluation criteria as per Govt. norms; XI. Dealing of branch lease related matter like renewable of lease / negotiation of lease rate / termination of lease; XII. Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned may be assigned from time to time for the above post. <p>Location of Office: Bank reserves the right to post the selected candidate as per Bank's requirement.</p>
<p>MANAGER - ARCHITECT</p>	<ol style="list-style-type: none"> I. Preparing architectural designs, Plan Layouts, working drawings, structural drawings, detailed drawings etc., Tender Documents and Bill of Quantity (BOQ) for construction / repair & renovation / furnishing of Office / Branch / Quarters as per Bank / CVC norms; II. Preparing pre-qualification documents and carrying out scrutiny; III. Supervision of Construction / repair & renovation / furnishing works of Office / Branch / Quarters, as per the tender terms; IV. Submitting required drawings to the authorities and obtaining their approval; V. Empanelment of Contractors as per Bank / CVC norms, via proper tendering processes, scrutinizing the received bids thoroughly by checking their financial status, their quality of works by taking performances certificates from their previous clients, etc; VI. Supervision of Construction / repair & renovation / furnishing works of Office / Branch / Quarters, as per the tender terms; VII. Efficient procurement of goods/ works/ services required for completion of job by leveraging the Government e-Marketplace (GeM) portal; VIII. Making Bill payments as per the BOQ, actual measurements of work done at the site by the contractor and as the tender specifications; IX. Preparation of Tender Document for engagement of outsourcing agencies outlining comprehensive details regarding the project requirements, terms of service and evaluation criteria as per Govt. norms; X. Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned may be assigned from time to time for the above post. <p>Location of Office: Bank reserves the right to post the selected candidate as per Bank's requirement.</p>

HOW TO APPLY

Candidates can apply online only from **16.01.2024 to 29.01.2024** and no other mode of application will be accepted.

1. Procedure for applying online:

Candidates are first required to go to the UCO Bank website, click on the career Page, then click on recruitment opportunities and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.

Candidates will have to click on "CLICK HERE TO APPLY ONLINE" to register their application by entering their basic information in the online application form. After that a provisional registration number will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number.

2. Candidates are required to upload their:

- Photograph;
- Signature;
- Documents as applicable as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure III).

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application form will be possible/ entertained. Prior to submission of the online application form candidates are advised to verify the details in the online application form. No change is permitted after clicking on Save And Next Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

The candidate should indicate in the online application form the post to which he/she apply. The option once exercised will be irrevocable.

3. Payment of fees/ intimation charges via ONLINE MODE

- Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only.
- The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using Debit Cards, Credit Cards, Internet Banking, UPI by providing information as asked on the screen.
- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

4. Other Instructions:

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Post applied for etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. UCO Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

An online application which is incomplete in any respect such as without proper passport size photograph, signature, documents as applicable, unsuccessful fee/intimation charges payment will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till

the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the online application link on account of heavy load on internet/website jam.

UCO Bank does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the UCO Bank.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her online application form shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

Guidelines for scanning and Upload of Documents

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, and documents as applicable, as per the specifications given below:

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between **20kb–50 kb**
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Photo uploaded should be of appropriate size and clearly visible.
- File type: **jpg / jpeg**

Signature:

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature at the time of the examination/ interview does not match, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between **10kb – 50kb**.
- Ensure that the size of the scanned image is not more than 50kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**
- File type: **jpg / jpeg**

For Upload of Documents:

- The documents are to be scanned in **pdf** format
- Click on the respective link 'Choose file'.
- Browse and select the location where the scanned document/file has been saved.
- Select the file by clicking on it.
- Click the upload button.

Following Documents to be upload:

- Proof of Birth (Maximum 100 KB);
- Educational Certificate (Maximum 1MB);
- Experience Certificate (Maximum 1MB);
- Any other documents such as caste Certificate (if applicable), CV etc (Maximum 1MB).

Ensure that the photo, signature, documents as applicable are uploaded at the specified spaces only in the online application form.