

- (ix) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category.
- (x) Certificate in case of persons with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2 (r) of the said Act, i.e. persons having less than 40 % disability and having difficulty in writing, to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Annexure-VI.
- (xi) If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format.
- (xii) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defense service should submit a certificate from a competent authority that they will be relieved from defense services, on or before 12.11.2025.
- (xiii) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered. The No Objection Certificate should be issued for appearing in interview for selection to the applied post only. Production of any conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.
- (xiv) Persons eligible for age relaxation under D (5) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- (xv) Experience certificates, if any
- (xvi) Persons falling in categories mentioned in point (vi), (vii), (viii) & (ix) above should produce a certificate of eligibility issued as per the guidelines of Govt. Of India.
- (xvii) Any other relevant documents in support of eligibility.

Note: -

- Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above.
- Non-production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.
- No documents shall be directly sent to Banks by candidates before or after the interview.

9.1 The Competent Authority for the issue of the certificate to SC / ST / OBC / Economically Weaker Section & Persons with Benchmark Disabilities is as under (as notified by GOI from time to time):

- **For Scheduled Castes / Scheduled Tribes / Other Backward Classes:**
 - (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First-Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner
 - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
 - (iii) Revenue Officer not below the rank of Tehsildar
 - (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.
- **Economically Weaker Section:**
 - (i) District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
 - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate,
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- **For Persons with Benchmark Disabilities:** Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.
- Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of interview.

10. CAREER PATH IN THE BANK:

Career Path will be as per the Bank's Promotion Policy for General Banking Officers and they will be allowed to participate in promotion in the Bank to higher Grade / Scale subject to fulfilling the prescribed norms.

11. HOW TO APPLY:

11.1 Detailed Guidelines/Procedures For

- a) Application Registration
- b) Payment of Fees
- c) Photograph, Signature, Left Thumb Impression & Hand-Written Declaration Scan and Upload (Details provided in Annexure-I)

Candidates can apply through online mode only and no other mode of submission of application will be accepted.

11.2 Important Points to Be Noted Before Registration

Before applying online, candidates should-

- (i) Scan the Photograph, signature and Left Thumb Impression ensuring that the photograph, signature and thumb impression adhere to the required specifications as given under Guideline for photograph, signature & Left Thumb Impression scan and upload.
- (ii) Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number.
- (iii) Have a valid ID proof such as PAN Card/Aadhaar Card/ Passport/ Permanent Driving Licence/ Voter's Card, etc.

11.3 Application Fees/ Intimation Charges (Non-Refundable)

Category of Applicant	Amount Payable*
GEN/EWS/OBC	Rs. 850/- (Inclusive of GST)
For SC/ST/PwBD Candidates	Rs. 175/- (Inclusive of GST)

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

11.4 Application Procedure

- (i) Candidates are first required to go to the Bank's website www.unionbankofindia.co.in and click on the 'Recruitments' Page to open the Career Overview Page, 'Click to View the Current Recruitment' to open the link "Recruitment of Local Bank Officer (2025-26)" and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
- (ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "COMPLETE REGISTRATION".
- (v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- (vi) Validate your details and Save your application by clicking the "Validate your details" and "Save & Next" button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "Annexure-I".
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before "COMPLETE REGISTRATION".
- (x) Modify details, if required, and click on "COMPLETE REGISTRATION" only after verifying and ensuring that the photograph, signature & Thumb Impression uploaded and other details filled by you are correct.
- (xi) Click on "Payment" Tab and proceed for payment.
- (xii) Click on 'Submit' button.

11.5 Payment of Fees:

Online Mode:

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/UPI.
- (iii) 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.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) Non-generation of 'e-receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Candidates are required to take a printout of the e-receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) 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.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.

Note:

- a) 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.
- b) 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.
- c) To ensure the security of your data, please close the browser window once your transaction is completed.
- d) After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.
- e) An online application which is incomplete in any respect such as without proper passport size photograph, signature & thumb impression uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- f) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam.
- g) Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- h) 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.
- i) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false/incorrect at a later stage.