

**UNITED BANK OF INDIA**  
**(A Government of India Undertaking)**  
**Head Office : 11, Hemanta Basu Sarani, Kolkata –700 001**

**DETAILED ADVERTISEMENT FOR ENGAGEMENT OF MYANMAR NATIONALS  
FOR REPRESENTATIVE OFFICE OF THE BANK AT YANGON, MYANMAR**

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Online Applications are invited for engagement of one Relationship Manager purely on contract basis for the Bank's Representative Office at Yangon, Myanmar

<b>Post (on contract basis)</b>	<b>No. of vacancy</b>	<b>Min/Max age as on 01/11/2012</b>	<b>Last date of On-line application</b>
Relationship Manager	One	21 to 30 years	07/11/2012

Details of Educational Qualification, experience required for the above post is furnished below :

**Qualification & Experience :**

<b>Post</b>	<b>Minimum Educational Qualifications</b>	<b>Experience</b>
Relationship Manager	A graduate or a postgraduate from a recognized university with 50 % marks in graduation/post-graduation. Candidates should have proficiency in computer applications. Candidate should be able to read, write and speak English and Burmese language. Candidates having knowledge of Import/Export Finance and Letter of Credit Mechanism will be preferred	Minimum 2 years work experience in a commercial organization. Preference will be given to candidates with additional experience in marketing of banking products/institutional selling.

**Pay Structure :**

<b>Post</b>	<b>Consolidated pay in US \$ per month</b>
Relationship Manager	US D 600

The initial period of contract is for one year and the Bank reserves the right to terminate the service contract at any time if the performance is found to be unsatisfactory, by paying one month's pay.

On successful completion of one year of engagement, if the contract is renewed, the persons thus engaged may be given a 10% rise in their compensation.

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**Selection Procedure :**

The selection will be made on the basis of personal Interviews. Merely satisfying the eligibility norms do not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening / short listing with reference to candidate's qualification, suitability, experience etc.

**Other benefits :**

15 days privilege leave and 12 days casual leave in a calendar year will be allowed to the candidate. There will be no payment of gratuity , provident fund, leave travel facility, leave encashment etc.

**Note :**

- a) Applications are to be submitted on-line. At the time of interview the candidates should produce the originals of the following documents :
  - i) Secondary School Certificate / School leaving certificate or any other documentary proof of age / date of birth.
  - ii) Mark Sheet (year-wise) showing specifically the subject studied and certificates in respect of educational qualifications.
  - iii) Experience certificate specifying designation, job profile, period of service (with specific dates, emoluments, activity profile of previous and present employers etc.
  - iv) Print out of the on-line application with photograph duly signed across by the candidate.
- b) Selected candidates will be required to produce a valid discharge certificate from the present employer before joining the service.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :**

Candidates are advised not to submit any information that are false, tampered, fabricated etc. nor suppress any material information while filling up the application form and submitting the certified copies / testimonials.

At the time of interview, if a candidate is found guilty of (i) using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the interview or (iv) resorting to any other irregular or improper means his / her candidature for the selection may be cancelled and in addition render himself / herself liable to criminal prosecution which may disqualify him/her in the interview and rendering him/her liable to be debarred either permanently or for a specified period in any examination or selection process held by the Bank.

**GENERAL INSTRUCTIONS :**

- a) Before applying for the posts the candidates should ensure that he / she fulfills the eligibility and other norms mentioned in the advertisement. Bank would be free to reject any application at any stage of the engagement process if the candidates are found ineligible for the post for which he / she has applied. The decision of the Bank shall be final in taking any decision on qualification, experience and other eligibility norms (b) A recent passport size photograph should be tightly pasted on the print out of the on-line application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete (c) Candidates serving in Government / Public Sector undertakings should send their application through proper channels and produce a "No objection Certificate" from their employer at the time of interview in the absence of which their candidature will not be considered. (d) Decision of the Bank in all matters regarding eligibility of the candidate the stages at when such scrutiny of eligibility is to be undertaken; the documents to be produced for the purpose of the conduct of interview/selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiry shall be entertained by the Bank on this behalf. (e) The Bank shall not be responsible for an application being rejected which is based on wrong information provided for by any advertisement issued by an unauthorized person / institution (f) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Kolkata (g) Bank takes no responsibility to co-relate any certificate / remittance sent separately by candidates (h) In case of any dispute arising on account of interpretation of versions other than English, English version will prevail (i) Engagement of selected candidates is subject to his / her being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the service and conduct rules of the Bank (j) Candidates' admission to the interview is strictly provisional. The mere fact that the candidate has been called for interview does not imply that his candidature has been finally cleared by the Bank (k) The Bank reserves the right to terminate the contract of engagement before the stipulated period for reasons of non-performance / unsatisfactory performance of the stipulated duties by giving one month's notice or one month's salary in lieu of notice period.
- b) Any dispute concerning the engagement process is to be settled within the legal jurisdiction of the Kolkata High Court situated at Kolkata, India.

Place : Kolkata

Dated : 20/10/2012

Chief General Manager