

यूको बैंक



UCO BANK

(भारत सरकार का उपक्रम)

(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
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Date: 16.01.2024

ENGAGEMENT OF ADVISOR AND CONSULTANT ON CONTRACTUAL BASIS
ADVERTISEMENT NO: HO/HRM/RECR/2023-24/COM-52

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, CV 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.	Advisor- Learning and Development	01		Mandatory: Graduate in any discipline from a university recognised by the Govt. Of India. /Govt. bodies/AICTE etc. Desirable: MBA/Post Graduation in Management or similar fields	Mandatory Minimum 10 years of work experience in Banking Sector or Financial Institution out of which minimum 3 years of work experience in the field of Training/ Learning & Development/ Leadership role in the Bank at the level of GM & above. or Minimum 10 years of experience in the field of HR/ Training/ Learning & Development/ Management Development from Academic or Premier Institutes/ Professional Management / Leadership Coaching Institutes. Desirable Skills and Experience Set <ul style="list-style-type: none">• Proven experience in the field of learning and development with a focus on expertise and best practices.• Strong aptitude for strategic thinking and planning skills.• Excellent communication and interpersonal skills.

Sl	Post	No of Posts	Age	Educational Qualification	Experience
					<ul style="list-style-type: none"> Facilitating Teamwork and shaping positive impact through collaboration. Adept at analytical thinking, dedicated to ongoing enhancements and refinements.
2.	HR Advisor	01		<p>Mandatory: Graduate in any discipline from a university recognised by the Govt. Of India. /Govt. bodies/AICTE etc.</p> <p>Desirable: MBA/Post Graduation in Human Resource or similar fields</p>	<p>Mandatory Minimum 10 years of work experience in Banking Sector or Financial Institution out of which minimum 3 years of work experience in the Leadership role at the level of GM and above/ in the field of HR at the level of DGM and above. Candidate with a background in HR and in the Leadership Role will be given preference.</p> <p>Desirable experience in matters related to</p> <ul style="list-style-type: none"> Industry Relations/Industrial Law/Service matters HR audit Manpower planning Designing Employee Engagement Programs Human Resource Information system HR Best Practices
3.	Advisor-Gold Loan Portfolio	01	Min 40 Years Max 55 Years	Graduation in any discipline from a university recognised by the Govt. Of India. /Govt. bodies/AICTE etc.	Minimum 10 years of work experience in Banking Sector/NBFC out of which minimum 3 years at Senior level in managing Gold Loan Portfolio.
4.	Risk Consultant	01	Not more than 62 Years	Graduation degree with <ul style="list-style-type: none"> Professional certification in Financial Risk Management from Global Association of Risk Professionals or Professional Risk Management Certification from PRMIA Institute 	Minimum 25 years of overall experience in Bank (India/Abroad)/ Financial Institution with exposure in Risk Management. Should have headed Risk Management for at least 2 Years.
5.	Collections Advisor	01		Graduation in any discipline from a university recognised by the Govt. of India. /Govt. bodies/AICTE etc.	Minimum 10 years of work experience in Banking Sector/NBFC out of which minimum 3 years of experience at Senior level in Recovery/ Collection/Credit monitoring functions at corporate level

Broad Scope, Roles & Responsibilities, Location 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/	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

Citizenship	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.
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Mode of Selection

- I. Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method.
- II. Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- III. The Bank reserves its right to call candidates in a particular ratio, as its sole discretion, as per Bank's requirement.
- IV. 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.
- V. 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 **six months initially** from the date of taking charge and extendable for a further period of **two years** as per the needs and requirement of the Bank subject to performance review.
- His / Her engagement on contract is for a specific period of six (06) months, 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 **06 months**, 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 (Non-Refundable):

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

Broad Scope, Roles & Responsibilities, Location

Advisor- Learning and Development	<p>Broad Scope:</p> <ul style="list-style-type: none"> ➤ The external Learning and Development Advisor will attend, in person, all meetings of apex level Learning and Development Advisory Committee. ➤ The external Learning and Development Advisor will spare at least 05 working days on monthly basis for Bank by being physically available at Bank's Head Office. <p>Roles & Responsibilities</p> <ol style="list-style-type: none"> i. Transforming of Training Programs based on Evaluation & Gap Analysis; ii. Developing a detailed roadmap for the establishment and operation of the Learning and Development Module; iii. Providing assistance in creating course materials and teaching aids that support content delivery and skills assessments; iv. Revising, modifying, and updating training materials & methodologies for Skill based Training Programs; v. Collaborating with In-house Faculties and Functional Departments to develop training programs that aligns with Banks goals and industry best practices; vi. Provide constant guidance to faculty on improving the quality of course content. vii. Assisting in content creation and delivery of webinars and self-paced training courses through our E-Learning Portal. viii. Curating curriculum & conducting specific Training programs and handling of few special sessions; ix. Put forth and implement Review Mechanism for evaluation of training outcomes. x. Assessing the Impact of Training on Employee Performance; Providing insights and recommendations for continuous improvement of training programs; xi. Interacting with Trainees of Skill based Programs and adjusting course content as required; xii. Liaising with External Field Experts for need-based outsourcing of learning Programs; xiii. Initiate tie ups with top institutes and collaboration with the external training Institute; xiv. Ensuring that UCO Bank employees are exposed to and trained adequately on future skills to make the organization future ready. Ensuring Reskilling, up skilling and meta skilling of employees as required; xv. Build strategies to transform traditional Learning methods by adopting the right learning methods suited to the digital age and the emerging Banking environment by adopting technology solutions for training like augmented reality, AI Techniques and tech enabled simulations. xvi. 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.
HR Advisor	<p>Broad Scope</p> <ul style="list-style-type: none"> ➤ The external Learning and Development Advisor will attend, in person, all meetings of Committee on HR related issues of the Bank. ➤ The external HR Advisor will spare at least 05 working days on monthly basis for Bank by being physically available at Bank's Head Office. <p>Roles & Responsibilities</p> <ol style="list-style-type: none"> i. Implement HR best practices by introducing new methodologies like HR analytics and agile HR;

- ii. Critically review and evaluate documents/ matters pertaining to HR which may be referred to him/her from time to time;
- iii. The said HR Advisor shall provide timely professional advice and support to the Bank on specific HR issues and administration of strategic HR policies and procedures, with a view to develop and update HR functions;
- iv. Implementing HR initiatives like Employee Engagement Survey, 360 Degree Feedback, Job Family, Succession Planning & Talent Management Process;
- v. Introduce employee well-being initiatives to address holistic employee health, including mental health support, stress management and work life balance.
- vi. Staying informed and regularly reviewing Government policies/ directives/ legislations concerning HR issues related to the Bank and, accordingly advice and guide Bank's management in formulation/ review of HR policies and procedures in a timely and accurate way;
- vii. Liaising with External Field agencies/Institutions for implementation of HR Best Practices;
- viii. Providing advice and guidance on best practices regarding job design, recruitment, on-boarding, deployment, transfer, promotion, training, career & succession planning, performance management system, talent management, employee bonding and separation processes;
- ix. Bringing about a balance between Bank's corporate policies and procedures and HR policies in order to achieve Bank's overall goals and objectives;
- x. Advising on Skill gap mapping at various levels of operations/departments in the Bank;
- xi. Clearly define and identify different job roles within the bank;
- xii. Outline the essential competencies required for each job role. Collaborate with employees and department heads to collect input on the skills and competencies crucial for each role.
- xiii. Implement tools and methodologies for assessing employee skills in relation to their profiles.
- xiv. Assist the Bank in handling and preparing answers for any recruitment related queries received under RTI act as per the rules and regulations of Government guidelines and decision/ruling of various judicial bodies.
- xv. 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.

Roles & Responsibilities

- I. Devise innovative and competitive gold loan products to meet customer needs;
- II. Continuously analyze market trends and customer preference to enhance product offerings;
- III. Formulate comprehensive marketing strategies to promote gold loan products;
- IV. Ensuring seamless communication with field functionaries to amplify the gold loan portfolio;
- V. Establish tie-ups with key players in the market to expand the reach of Bank's gold loan products;
- VI. Formulate suitable gold loan appraisal, sanction, disbursement process and implement digital processes for increased efficiency;
- VII. Ensure adherence and maintain compliance to guidelines issued by RBI and any other statutory authority;
- VIII. Conduct market analysis to identify potential network delivery points;
- IX. Develop and implement mechanisms for asset quality, collection efficiency, and compliance within gold loan portfolio;
- X. Job Description mentioned above is only illustrative and not

Advisor -Gold Loan Portfolio

exhaustive. Jobs, in addition to the above mentioned may be assigned from time to time for the above post.

Location: As per requirement of the Bank preferably in Head Office/ Bank's Zonal Offices in Southern States.

Risk Consultant

Roles & Responsibilities

- I. He/ She will be assisting Bank in development/Review of Risk Models, policies, and process.
- II. Assisting Bank in effective risk management practices including implementation of new guidelines.
- III. Assisting Bank in areas of Risk Management through workshop, e-learning materials, induction and other on-going training programs.
- IV. Providing assistance in analysis of risks and inter-relationships of risks across market, credit and operational risks.
- V. Assisting Bank/Risk Management Department in effective implementation of Pillar-I & Pillar II Risk, development of risk appetite statements, ICAAP.
- VI. Analyzing inter-relationships between market risk and other risk types. To facilitate the analysis of risks and inter-relationships of risks across market, credit and operational risks.
- VII. Providing Assistance in overseeing risk management activities at overseas branches of UCO Bank.
- VIII. To assist different risk committees of the Bank.
- IX. Assisting Bank for development of models for identification, monitoring and control of various risk.
- X. Any other roles and responsibilities entrusted by the Bank

Collection Advisor

Roles & Responsibilities

- I. Develop a sustainable and robust control mechanism to arrest slippages, maintain preparedness for unforeseen challenges;
- II. To develop and execute implementation of digital infrastructure by utilizing intelligent data analytics incorporating financials, account conduct, and market intelligence inputs for borrower recognition;
- III. To classify borrowers and specify reasons and amounts for stress, diversion/siphoning, and fraudulent activity;
- IV. To establish an organizational structure for prompt remedial action and cross communication;
- V. To design and adhere to policy parameters for a flexible resolution mechanism/plan;
- VI. To identify and mitigate factors impacting the collection plan at all levels, specify parameters and deliverables to reduce delinquency/NPA;
- VII. To formulate and implement effective strategies for recovery and delinquency management aligned with the Bank's goal and regulatory guidelines;
- VIII. Develop a comprehensive MIS and database for ready reference and multi-array reports;
- IX. Foster cross-organizational support with the participation of external agencies;
- X. To implement efficient process distribution with well-defined SOP;
- XI. Foster a proactive approach to industry trends, regulations and emerging technologies;
- XII. To establish a comprehensive feedback mechanism for bottom-top participation;
- XIII. Liaise with the top management of our Bank and other Banks to arrive at strategic conclusion;
- XIV. 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.

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.