

**Human Resource Department, Manpower Planning and Recruitment Division,**  
**Central Office, Mumbai**  
**Phone No.022-22896240**

**NOTIFICATION FOR RECRUITMENT OF SENIOR ANALYST- BUSINESS FINANCE ON CONTRACTUAL BASIS**

**Online Registration of Application: From 14.06.2024 to 04.07.2024**

Union Bank of India invites applications from Indian citizen for appointment of domain experts in following domain at Senior Management positions. Candidates are requested to apply online through '[ekam.unionbankofindia.co.in/career](http://ekam.unionbankofindia.co.in/career)'.

- All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advice etc.
- Candidates are required to upload latest CV failing which their application/candidature will not be considered for shortlisting/ interview.
- Short listing of the candidates will be provisional and subject to document verification with the originals when the candidate reports for the interview.
- Before applying the candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. In case a candidate is called for interview and is found to be not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will not be allowed to appear for the interview.
- Candidates are advised to check Bank's website '[www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)' under "Recruitments" > "Careers Overview" link regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
- Candidates are requested to apply only ON-LINE through link '[ekam.unionbankofindia.co.in/career](http://ekam.unionbankofindia.co.in/career)' No other mode of submission of application will be accepted by the Bank.
- In case of any discrepancies or disputes Bank decision shall be considered as final.

**Help Facility:** Candidates may reach at [recruitment@unionbankofindia.bank](mailto:recruitment@unionbankofindia.bank) for any communication with subject as "Union Bank of India - Recruitment of Senior Analyst- Business Finance on contractual basis".

**1. DETAILS OF POSTS /VACANCY/ AGE/PLACE OF POSTING/SELECTION PROCESS**

SN	Position Name	Total Vacancy	Location (*)	Category-wise Vacancy						Age as on (01/06/2024)	
				UR	SC	ST	OBC	EWS	PWD	Min	Max
1	Senior Analyst- Business Finance	1	Mumbai	1	--	--	--	--	--	40	50

(\*) However, candidate may be posted anywhere across India as per exigencies of the Bank.

**ABBREVIATIONS: CATEGORY UR: Unreserved, EWS: Economically Weaker Sections, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, PWBD: Person with Benchmark Disability**

The category wise breakup for the posts will be as per extant Govt. guidelines / Bank's rules. The Bank reserves its right to interchange the number of reserved vacancies in various categories as per Government Guidelines.

The Bank reserves the right to increase/ decrease the number of vacancies or cancel the above contractual recruitment in part or full as per Bank's requirement without assigning any reason thereof.

**DETAILS OF EDUCATIONAL QUALIFICATION/ OTHER QUALIFICATIONS/ EXPERIENCE:**

S No.	POST	Educational Qualification	Experience
1	Senior Analyst- Business Finance	Qualified Chartered Accountant from institute recognized by the ICAI	<ul style="list-style-type: none"> <li>Should have minimum 15 Years of post-qualification experience in a Schedule Public Sector Bank/ Schedule Private Sector Bank/Foreign Banks, within which minimum 8 years' experience at Senior Management position or Head of the Finance department.</li> <li>In depth knowledge of Indian GAAP, Ind-AS and good knowledge of IFRS.</li> <li>Excellent analytical skills &amp; understanding of key Metrix for measuring business performance</li> </ul>

**2. JOB SKILLS:**

Sr. No	POST	Key Responsibility Areas
1	Senior Analyst- Business Finance	<ul style="list-style-type: none"> <li>Monitoring business wise Financial performance.</li> <li>Preparation and review of monthly reports on business performance, in co-ordination with MIS department.</li> <li>Engage in discussions and gain knowledge of various aspects of business performance, in close co-ordination with businesses.</li> <li>Working with respective businesses on their forecast for the year.</li> <li>Evaluate various drivers of revenues for businesses, in close co-ordination with businesses.</li> <li>Evaluate preparation of product profitability &amp; client profitability, as well as ways to enhance business performance</li> </ul>

- The number of vacancies, including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.

- II. The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on specified dates.
- III. Bank may modify/add/delete the KRA's at its sole discretion in view of emerging need of the Bank.

#### 1. How to Apply:

➤ Candidates are requested to apply only ON-LINE through Bank's website "www.unionbankofindia.co.in". No other mode of submission of application will be accepted by the Bank. For registration log on to the Bank's website "www.unionbankofindia.co.in" and on the Home Page under the link "Recruitment" click the Notification titled "NOTIFICATION FOR RECRUITMENT OF SENIOR ANALYST- BUSINESS FINANCE ON CONTRACTUAL BASIS".

There will be two links available on the page.

1.1 Click on the link "Notification" to download the Notification

1.2 Read the notification carefully and if found eligible to apply, click on the link button 'Apply Online'.

Candidates are advised to check Bank's website 'www.unionbankofindia.co.in' under "Recruitments" > "Careers Overview" link regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice) 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.

#### Help Facility:

Candidates may reach at recruitment@unionbankofindia.bank for any communication with subject as "Union Bank of India - Recruitment of Senior Analyst- Business Finance on contractual basis".

#### 2. REMUNERATION:

The remuneration will be offered based on candidate's qualifications, experience and overall suitability for the respective posts based on the negotiations and shall not be a limiting factor for suitable candidate. The compensation will be on CTC basis.

The contractual employee will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source. The amount of compensation being cost to the Bank will be inclusive of any statutory payments that Bank may be required to pay on behalf of the contractual appointee.

#### 3. NATURE OF EMPLOYMENT:

Nature of employment will be contractual. Initially, the Contractual Engagement will be for the period of 3 years, with periodic performance review. The term of engagement may be extended at the sole discretion of the Bank for a period of one year at a time subject maximum contractual term of five years.

#### 4. SELECTION PROCEDURE:

- (i) The selection will be based on shortlisting and interview. Merely fulfilling minimum qualification and experience will not vest any right to the candidate for being called for interview.
- (ii) The Screening Committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview.
- (iii) The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.
- (iv) The Application number of candidates shortlisted for interview & subsequent selection shall be published on Bank's website. Intimation/ call letter for interview will be sent by email only. **NO HARD COPY WILL BE SENT.**
- (v) The final appointment will be based on the decision of the Selection Committee constituted for the purpose.

#### 5. CALL LETTER FOR INTERVIEW:

Intimation/ call letter for interview will be sent by email. **NO HARD COPY WILL BE SENT.**

#### 6. APPLICATION FEE: N.A.

#### 7. CUT-OFF DATES FOR ELIGIBILITY:

- a) 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 i.e. 01.06.2024.
- b) The Cut-off date for the purpose of eligibility in respect of **Educational Qualification** shall be the last date for online registration as notified i.e. 04.07.2024.
- c) 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.
- d) The cut-off date for Post qualification experience will be the last date of online registration given in this notification i.e. 04.07.2024.
- e) Relaxation in Upper Age Limit:

SN	Category	Age
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes (Non-creamy layer)	3 years

3	Persons with Benchmark Disability (PWBD) - a. Visually Impairment (VI) - Blindness and Low Vision; b. Hearing Impaired (HI) - Deaf and Hard of Hearing; c. Orthopedically Challenged (OC) - Locomotor Disability (One Arm - OA, One Leg -OL, Both Legs -BL, One Arm & One Leg -OAL), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy; d. <i>Intellectual Disability (ID)</i> - Intellectual Disability (Autism Spectrum Disorder, Specific Learning Disability and Mental Illness) & Multiple Disability; e. Multiple Disabilities means disability amongst clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.	10 years
4	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 date of notification) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
5	Persons affected by 1984 riots	5 years

**Note:** The relaxation shall be applicable only for vacancies identified for reserved category. The relaxation in upper age limit to SC / ST / OBC applicants is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above. However, it is subject to a maximum upper age limit of 50 years. The applicants, who are coming under creamy layer, are not entitled to the benefits of OBC reservation and such applicants shall be categorized under General / Unreserved.

**Note:** Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016” and other government guidelines. A person who wants to avail the benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India Guidelines. Such certificate will be subject to verification/re-verification as may be decided by the Competent Authority.

#### 8. GENERAL INSTRUCTIONS:

- i. Decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that applicant does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information/document or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after recruitment, his/her contract is liable to be terminated without any notice.
- ii. Candidates will have to appear for the Interview/Selection Process/Remuneration Negotiation at their own expense.
- iii. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized 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.
- iv. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- v. Before appointment in the Bank, a proper unconditional discharge certificate from the previous/present employer(s) will have to be produced by the applicant.
- vi. The staff on contract shall not be entitled to any superannuation benefits viz., Provident Fund, Pension, Gratuity, etc.
- vii. Intimations, wherever required will be sent by email registered in the online 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.unionbankofindia.co.in](http://www.unionbankofindia.co.in) for latest updates.
- viii. All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorized Bank’s website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) from time to time under "Recruitments" > “Careers Overview” link. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Banks’ website shall be treated as initiation to all the candidates who have applied for the said project.
- ix. 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 Notification.
- x. Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
- xi. Bank reserves the right to cancel the recruitment process entirely at any stage.

Place: - Mumbai  
Date: - 14 June 2024

Chief General Manager (HR)