

HOW TO APPLY

The candidates can apply only online from 04.10.2017 to 21.10.2017 (both days inclusive) and no other mode of application will be accepted.

Prerequisite for applying online:

Before applying online, candidates should:

- i. Scan their photograph and signature, ensuring that both conform to the required specifications given as *Annexure-I* with this notification.
- ii. Keep the necessary details of Educational Qualification, Post Qualification Work Experience and other personal details handy for entering in the online application.
- iii. Create a valid personal email ID, if not already done. The email ID should be kept alive for entire duration of the recruitment process. Under no circumstances, the applicant should share email ID with any other person. Third party email ID is not permitted.

Non-refundable Application fees/Intimation Charges (payable only through online mode):

Category of Applicant	Amount Payable*
For GEN & OBC	Rs.600.00 (application fees)
For SC/ST/PWD candidates	Rs.100.00 (intimation charges)

**The transaction charges, if any, for Online Payment of application fees / intimation charges will have to be borne by the applicant.*

Note: The Payment of application fees by any other mode except online will not be accepted. Instruments, like Demand Draft / Banker's Cheque / Indian postal orders received towards payment of application fees / intimation charges will not be accepted under any circumstance. The application fees / Intimation Charges are non-refundable and once paid will not be refunded on any account nor can be held for in reserve for any other examination or selection.

Procedure for applying online:

- i. The applicants are required to go to the Bank's website "www.unionbankofindia.co.in" and click on the link "Recruitment" under "Careers" page to access the Recruitment Notification titled "**UNION BANK RECRUITMENT PROJECT 2017 - 2018 (CREDIT OFFICER) - RECRUITMENT NOTIFICATION**". There will be two links named as **(1) Link for Notification (2) Link for Online application**. The applicant has to click on first link to download the full notification. The applicant should carefully read and ensure that they fulfill all the eligibility

criteria given in the downloaded notification. If the applicant is eligible then he/she may proceed to fill the online application form available as the second link.

- ii. The applicants should completely fill up the online application form and upload their photograph and signature, as per the specifications given in the notification under 'Guidelines for Scanning'.
- iii. The applicants should very carefully fill in the details in the On-Line Application at appropriate places and click on the "FINAL SUBMIT" button at the end of the Online Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application as it cannot be changed/altered/corrected after final submission.
- iv. The application form is integrated with the payment gateway. The payment can be made by using Debit Cards (RuPay / Visa / Master Card / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets.
- v. If the online transaction has been successfully completed, an e-receipt, Registration Number & Password will be generated. The applicants should note their Registration Numbers and Password for future reference.
- vi. If the online transaction has not been successfully completed then the candidates are advised to login again with their provisional registration number and password and pay the Application Fees / Intimation Charges online.
- vii. The applicants are required to take a printout of the e-receipt and the submitted online application form.

Note:

- After submitting the payment information in the online application form, **DO NOT** press the Back or Refresh button in order to avoid double charge.
- For Credit Card users, all prices are listed in Indian Rupee. In case of non-Indian credit card, the Bank will convert the amount based on its prevailing exchange rates.
- To ensure the security of the data, please close the browser window once transaction is completed.

An email / SMS intimation with the Registration Number and password generated on successful registration of the application will be sent as a system generated acknowledgement to the email ID / Mobile Number specified in the online application form. **If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.**

An online application, which is incomplete in any respect, such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.