

 <p><b>यूको बैंक</b> (भारत सरकार का उपक्रम)</p> <p><b>UCO BANK</b> (A Govt. of India Undertaking)</p> <p>सम्मान आपके विश्वास का      Honours Your Trust</p>	<p>मानव संसाधन प्रबंधन विभाग <b>Human Resources Management Department</b> प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001 <b>Head Office BTM Sarani Kolkata-700001</b> दूरभाष Phone: 033-4455 7379 ई मेल e-mail :hohrd.calcutta@ucobank.co.in</p>
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**Date: 20.05.2023**

**RECRUITMENT NOTIFICATION**

**RECRUITMENT OF CHIEF RISK OFFICER (CRO) ON CONTRACT BASIS**

**Date for submission of application (in hard copy) starts from 22.05.2023 to 09.06.2023**

UCO Bank, a leading listed Public Sector Bank with Head Office in Kolkata and having Pan India, as well as, overseas presence, invites offline applications for the post of Chief Risk Officer (CRO) on contractual Basis.

The eligibility and terms of service is furnished hereunder:

<b>1</b>	<b>Name of Post</b>	<b>Chief Risk Officer (CRO) (Contract basis)</b>
<b>2</b>	<b>Number of vacancies</b>	<b>01 (One)</b>
<b>3</b>	<b>Age (as on 01.04.2023)</b>	<b>Minimum 45 Years Maximum 55 Years</b>
<b>4</b>	<b>Educational Qualifications</b>	<p><b>1. Mandatory education qualification: Graduation degree with-</b></p> <p>1.1 Professional certification in Financial Risk Management from Global Association of Risk Professionals or</p> <p>1.2 Professional Risk Management Certification from PRMIA Institute;</p> <p><b>2. Desirable education qualification:</b></p> <p>2.1 Holder of Chartered Financial Analyst charter awarded by CFA Institute. or</p> <p>2.2 Designated as Chartered Accountant by the Institute of Chartered Accountants of India, or equivalent abroad, or</p> <p>2.3 Designated as a cost and Management Accountant by the Institute of Cost Accountants of India, or equivalent abroad.</p>
<b>5</b>	<b>Experience</b>	<p>Experience with a Bank (India/Abroad)/ Financial Institution with substantial exposure to Credit Risk, Market Risk, Operational Risk, Liquidity Risk, Interest Rate Risk, other pillar II risks and risks emanating at and from overseas operations and group entities. Exposure to Analytics will be an added advantage.</p> <p><b>a. Mandatory Experience:</b> Five years' experience in corporate credit and risk management at the level of Assistant General Manager or above in one or more PSB's 'or' having similar roles and responsibilities in one or more regulated lending entity, with minimum experience of one year in corporate credit and one year in risk management.</p>

		<p><b>b. Desirable Experience:</b> Good understanding of market risk and/or liquidity management and/or operational risk, with exposure to analytics being an added desirable experience.</p>
6	<b>Term</b>	The appointment is purely on <b>contract basis</b> for a period of <b>03 (three)</b> years. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the institute or for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct. On successful completion of 03 (three) years terms, the tenure may be further extended for 02 (two) years (one year at a time) on the basis of satisfactory performance and conduct.
7	<b>Remuneration</b>	Selected candidate will be paid remuneration/ pay component as eligible to General Manager. The contractual employee will be liable for tax liabilities as per Income tax Act & Rules in force. Tax will be deducted at source.
8	<b>Expiry of contract</b>	The contract will automatically expire on completion of three years until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof.
9	<b>Leave</b>	Casual Leave ( <b>CL</b> ): CL in a year the rate @ 1 CL for every month of service, out of which not more than 04 days can be taken at a stretch. Privilege Leave ( <b>PL</b> ): PL to be computed at one day for every 11 days of service on duty, provided no PL will be availed up to first 6 months of service. Accumulated leave will not be en-cashable. Balance of leave of one year shall not be allowed to be carried over to the next year.
10	<b>Location of Office</b>	The position/ place of posting of candidate will ordinary be at <b>Head Office, Kolkata</b> . However, Bank reserves the right to post the selected candidate as per Bank's requirement.
11	<b>Job profile</b>	<p>The Chief Risk Officer will head the bank's risk function and shall oversee the entire process of Risk Management in the bank, including at the group level, i.e. covering Domestic Operations, International Subsidiaries, Domestic Subsidiaries, Overseas Territories and Branches. He/ She will be responsible for review of the Risk Models, developing policies, procedures and pricing models, etc. of the Bank.</p> <p>The Role of Chief Risk Officer will be mainly classified under the following area of operations:</p> <p><b>A. Credit Risk Management</b></p> <ol style="list-style-type: none"> <li>1) Responsible for Bank-wide effective credit risk management and its implementation.</li> <li>2) Ensure that there are adequate resources with required skills, experience and qualification.</li> <li>3) Review and approval of results of credit risk management/processes before its reporting to board.</li> <li>4) Ensure that all the reporting is done in a timely and accurate manner.</li> <li>5) Ensure coordination between various functions/ departments in the Bank engaged in credit risk management.</li> </ol>

6) Ensure adequate training to Bank employees on areas of Credit Risk Management through workshop, e-learning materials, induction and other on-going training programs.

**B. Market Risk Management**

1) Translate Market Risk Management framework established by the Board of Directors into specific policies, processes and procedures that can be implemented and verified within the different business units.

2) Clearly assign authority, responsibility and reporting relationships to encourage and maintain accountability and ensure that the necessary resources are available to manage market risk effectively.

3) Assess the appropriateness of the management oversight process in light of the risks inherent in a business unit's policy.

4) Ensure day-to-day activities are conducted by qualified staff with the necessary expertise, technical capabilities and access to resources and that staff responsible for monitoring and enforcing compliance are independent from the units they oversee.

5) Ensure that market risk management policy has been clearly communicated to staff at all levels that deal with market risk.

6) Give particular attention to the quality of documentation controls and transaction-handling practices.

**C. Operational Risk Management**

1) Supervise the activities of Risk Management Department for the continual implementation of effective operational risk management framework and all its components.

2) Review and approve the recommendations of the Risk Management Department before submission to the Committee/Board.

3) Assess inter-relationships between Operational and other risk types. To facilitate the analysis of risks and inter-relationships of risks across market, credit and operational risks.

4) Assure that line and executive management maintains an on-going understanding of operational risks and participates in related risk management activities.

**D. Liquidity and Interest Rate Risk Management**

1) Supervise the activities of ALM Cell for the continual implementation of the effective liquidity risk management framework and all of its components.

2) Review and approval of Asset Liability Management Policy.

3) Review and approval of the recommendations of the ALM Cell before submission to ALCO.

4) Assess 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.

5) Ensure that line and executive management maintain an on-going understanding of liquidity and interest rate risks and participate in related risk management activities.

**E. Management of group risk including risks emanating at and from overseas operations and group entities**

Overseeing risk management activities at overseas branches of UCO Bank.

		<p><b>F. Others</b></p> <p><b>1)</b> Shall approve Independent evaluation of Credit proposals through Credit Risk rating/vetting reports and Key risk factors along with independent views shall be provided for credit proposals.</p> <p><b>2)</b> To actively participate in executive level Risk Management Committees and convene Board level RMC.</p> <p><b>3)</b> To review and place / forward recommendations of Integrated Risk Management Department to different functional committees like Credit Risk Management Committee (CRMC), Asset Liability Management Committee (ALCO) or sub-committee of the BOARD etc.</p> <p><b>4)</b> To monitor development of methodologies for adoption of Advanced Approaches for Credit / Market/ Operational Risk.</p> <p><b>5)</b> To be part of capital planning process for the Bank which inter-alia include:</p> <ul style="list-style-type: none"> <li>• Estimation/projection of Risk Weighted Assets &amp; CRAR</li> <li>• Estimation of capital requirement based on regulatory as well as targeted Capital ratios.</li> </ul> <p><b>6)</b> Be part of computation of Base Rate, Marginal Cost of Funds based Lending Rate (MCLR) and Repo Linked lending rate of the Bank and for fixation of Risk premium as per risk profile of the borrower.</p> <p><b>7)</b> Issuing guidelines regarding pre-sanction appraisal, loan dispensation, post-sanction follow up, loaning powers, exposure limits and other lending related regulations.</p> <p><b>8)</b> Define and review Risk Appetite Framework of the bank.</p> <p><b>9)</b> Any other roles and responsibilities as prescribed by Reserve Bank of India or approved by Bank's Board from time to time.</p> <p><b><u>He shall report directly to the bank's Chief Executive/ Risk Management Committee of the Board.</u></b></p> <p>Above roles &amp; responsibilities are illustrative and not exhaustive.</p>
12	<b>Mode of Selection</b>	<p>The applications received from the candidates will be preliminarily screened and shortlisted on the basis of qualifications, suitability and experience.</p> <p>The requisite number of shortlisted candidates will be called for interview for final selection.</p> <p>The final selection will be made on the basis of eligibility, experience, qualification and performance during interaction / interview.</p> <p>The interaction / interview will be conducted by a committee constituted for the purpose.</p> <p>Hence, mere satisfying the eligibility norms do not entitle a candidate to be called for interview.</p> <p>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.</p>
13	<b>Nationality/ Citizenship</b>	<p>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 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</p>

		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 favor 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/Group discussions/interview 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.		
14	Mode of Payment / Application Fees (Non-Refundable)	Application Fee / Intimation Charges	GST	Total
		1,000.00	180.00	1,180.00
		Application fees of Rs 1,180.00 (Rupees one thousand one hundred and eighty only) inclusive of GST for all category of candidates is payable by the way of <b>Demand Draft</b> (non-refundable) drawn on any Nationalized Bank in the favour of " <b>UCO BANK CHIEF RISK OFFICER RECRUITMENT PROJECT-2023</b> " payable at Kolkata. No other mode of payment is acceptable.		

#### Procedure for Application:

1. Applicants complete in all respect as per prescribed format (Annexure –A) along with copies of self-attested certificates.
2. Last date for submission of **offline application** (hard copies through post) is **09.06.2023**. No application shall be entitled online and beyond the stipulated date.
3. Incomplete applications or non-supported documents shall be rejected.
4. **Mode of Application:** Application (**Annexure-A**) shall be submitted by Offline Mode with enclosed certificates and Demand Draft (refer clause 14) in an appropriate envelope super scribing "**Application For The Chief Risk Officer**" & addressed to:

**General Manager,  
UCO Bank, Head Office, 4<sup>th</sup> Floor, H. R. M Department,  
10, BTM Sarani, Kolkata, West Bengal – 700 001**

#### 5. Documents to be enclosed with application forms:

- A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidate and be forwarded.
- Self-attested photocopy of documents / mark-sheets & certificates having candidates Date of Birth mentioned therein – documents like PAN Card, Driving License, Passport, Birth Certificate, School Leaving Certificate, SSC/HSC Mark Sheet or certificate wherein Date of Birth is mentioned etc.
- Discharge Book/NOC issued by the competent authority.
- Attested copies of certificates / mark sheets and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate,

Graduation, Post – Graduation and Professional Qualification. Professional certification in Financial Risk Management from Global Association of Risk Professionals, or Professional Risk Management Certification from PRMIA Institute.

- Appropriate document(s) in support of experience.
- Attested copy of community / status certificate in the prescribed format in case of candidates belonging to SC/ST/OBC/PH/ Ex- Serviceman category issued by competent authority.

**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 norms.
2. 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.
3. 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.
4. Unless the Bank extends the contract for further period, on completion of the contractual period of three years, 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.
5. 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.
6. The Bank takes no responsibility for any delay in receipt / non-receipt or loss in postal transit of any application or communication.
7. 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.
8. 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.
9. 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.
10. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained

and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.

11. 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.
12. No Travelling Allowance is payable to candidates who are called for interview.
13. Request for change of contact no./address/ email ID/interview centre will not be entertained.
14. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
15. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.
16. Canvassing in any form will be a disqualification.
17. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
18. In case of selection, candidate will be required to produce proper discharge certificate / No Objection Certificate from the present employer at the time of taking up the appointment.
19. 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.
20. **ANNOUNCEMENTS:**  
All further announcements/ details pertaining to this process will only be published/ provided on Banks website [www.ucobank.com](http://www.ucobank.com) from time to time.
21. 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 such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. 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 recruitment and would be final.**

Place: Kolkata  
Date: 20.05.2023

Sd/-  
General Manager - HRM  
HRM Department



## UCO BANK

### APPLICATION FOR THE POST OF THE CHIEF RISK OFFICER ON CONTRACT BASIS

The General Manager  
UCO Bank  
HRM Department, Head Office  
10, BTM Sarani, Kolkata  
West Bengal – 700 001

**Affix your Recent  
Coloured  
Passport Size  
photograph  
  
(Self-attested)**

With reference to your advertisement for selection of Chief Risk Officer dated xx.xx.2023 on contractual basis; I submit my application in prescribed format along with requisite documents.

01	Application for the post of	Chief Risk Officer on Contract Basis		
02	Applicant's Full Name			
03	Father's/Husband's name			
04	Date of Birth		Domicile	
05	Marital Status		Gender	
06	Age as on 01.04.2023	.....Days	..... Months	.....Years
07	Landline No.		Mobile No.	
08	Email Address		Nationality	
09	Religion		Category	SC/ST/OBC/GEN/EWS
10	Person with disability	Yes/No	Type of Disability	
11	Address for Communication			
12	Permanent Address			



13	Language Known		Language	Read	Write	Speak
14	Education Qualification (please enclose self-attested copies of certificate)					
Srl.	Qualification/ Exam Passed	Name of Board / University	Month & Year of passing		Stream / Subject	% Scored
15	Work Experience Details [please enclose copies of experience certificate (s)] (Please attach separate sheet if required)					
Srl.	Name of the Organization	Post Held	Service Period		Nature of duties performed	Scale of Pay
			From	TO		
16	Exposure of Sector (Please attach separate sheet if required)					
17	Whether in Service	Yes/ No	Name of present organization			
			Full Address			
			Position			
			Any Other Details			
18	Total years of services		Reporting to			
			Salary / Compensation presently drawn			

19	If not in service	Date of VRS/Resignation etc. (with proof thereof)		
20	Number of years worked at Senior Executive level in Risk Management			
21	Specific experience of working, if any			
22	Details of Non-Refundable Fee			
Srl.	DD Issuing Bank	Place of Issuing	Date of Issue	Amount
23	List of Enclosures (if any)			

### **DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature is liable to be cancelled /terminated. I have no claim for absorption after termination/completion of tenure contract. I have fully read and thoroughly understood the contents of the advertisement as published by the Bank and I undertake to abide by all the terms & condition set out by the Bank.

I hereby agree that any legal proceedings in respect of any matter or claims or disputes arising out of application or out of said advertisement can be instituted by me at Kolkata only and the courts situated in Kolkata only shall have sole and exclusive jurisdiction to try any clause/dispute.

Date:

Place:

(Name & Signature of Applicant)