



मानव संसाधन प्रबंधन विभाग  
**Human Resources Management Department**  
 प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
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**ENGAGEMENT FOR VARIOUS POSITIONS ON CONTRACTUAL BASIS**

**ADVERTISEMENT NO: HO/HRM/RECR/2024-25/COM-60**

**ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 06-11-2024 TO 26-11-2024**

UCO Bank invites online application from qualified and experienced professional for the various positions in Bank on **contractual basis**. Candidates are requested to apply Online as per the registration link available on Bank's website <https://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 application fee/intimation charges are 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, qualification, experience etc.) failing which their candidature will not be considered for shortlisting/interview.**
4. Short-listing 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 <https://ucobank.com -> career> regularly for details and updates (including the list of shortlisted/ selected candidates). **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
7. The Call letter/ advise, where required, will be sent by e-mail only (No hard copy will be sent).
8. No hard copy of application & other documents to be sent to this office.

**A. Details of Positions and age criteria:**

Position Name	Total Vacancies	Age as on 01.10.2024	
		Minimum	Maximum
1. Chief Risk Officer (CRO)	01	40 Years	57 Years
2. Data Protection Officer	01	40 Years	55 Years
3. Chief Manager- Data Analyst	01	30 Years	45 Years
4. Manager Data Analyst	04	25 Years	35 Years
5. Senior Manager- Climate Risk	01	25 Years	40 Years
6. Manager Economist	02	25 Years	35 Years
7. Operational Risk Advisor	01		65 years
8. Defence Banking Advisor	01		62 years

**A candidate can apply for only one post. In case of multiple applications, only the last valid (complete) application will be considered.**

## B. Nationality/ Citizenship

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 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 letter will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

## C. The eligibility as on (01.10.2024) is furnished hereunder:

1. Position	Chief Risk Officer (CRO)
<b>Educational Qualification</b>	<p><b>1. Mandatory: Graduation degree with-</b></p> <p>1.1 Professional certification in Financial Risk Management from Global Association of Risk Professionals</p> <p><b>or</b></p> <p>1.2 Professional Risk Management Certification from PRMIA Institute;</p> <p><b>2. Desirable:</b></p> <p>2.1 Holder of Chartered Financial Analyst charter awarded by CFA Institute.</p> <p><b>or</b></p> <p>2.2 Designated as Chartered Accountant by the Institute of Chartered Accountants of India, or equivalent abroad,</p> <p><b>or</b></p> <p>2.3 Designated as a cost and Management Accountant by the Institute of Cost Accountants of India, or equivalent abroad.</p>
<b>Expereince</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>1. Mandatory Experience:</b></p> <p><b>Five years'</b> 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>2. Desirable Experience:</b></p> <p>Good understanding of market risk and/or liquidity management and/or operational risk, with exposure to analytics being an added desirable experience.</p>

2. Position	Data Protection Officer
<b>Educational Qualification</b>	Graduation or its equivalent from a University recognized by the Govt. of India / Govt. bodies / AICTE etc.

<b>2. Position</b>	<b>Data Protection Officer</b>
	<p><b>Requisite Professional Qualification:</b></p> <ul style="list-style-type: none"> <li>• Certified Information Privacy Technologist (CIPT) /</li> <li>• Certified Data Privacy Solutions Engineer (CDPSE) /</li> <li>• PECB / DSCI Certified Data Protection Officer (CDPO) /</li> <li>• DSCI Certified Privacy Professional (DCPP) /</li> <li>• DSCI Certified Privacy Lead Assessor (DCPLA) /</li> <li>• Certified Information Privacy Professional (CIPP-Europe / CIPP-Asia)</li> </ul>
<b>Expereince</b>	Minimum <b>twelve (12)</b> years' post qualification work experience at managerial role in IT with at least two (2) years of experience in Data Privacy or relevant Data Security / Information Security Areas (within overall experience as above) preferably in BFSI sector / Scheduled Commercial Banks.
<b>Specific Skill Required</b>	<ol style="list-style-type: none"> <li>1. Knowledge of Data Privacy Laws &amp; regulations, Digital Personal Data Protection (DPDP) Act, 2023 and other regulations such as General Data Protection Regulation (GDPR) etc underpinned by theory and experience.</li> <li>2. Expert knowledge of data privacy laws and practices.</li> <li>3. Knowledge of Information lifecycle, risk management, data security areas &amp; Information Governance disciplines</li> <li>4. Understanding of Indian Laws/guidelines/ legislation related to Data Privacy and subsequent real time implementation.</li> <li>5. Extensive knowledge of Information Governance disciplines.</li> </ol>

<b>3. &amp; 4. Position</b>	<b>Chief Manager- Data Analyst</b>	<b>Manager- Data Analyst</b>
<b>Educational Qualification</b>	<p><b>Mandatory:</b> B. Tech./ M.Tech in Computer Science/ IT/ Electronics &amp; Communication/ Data Science/ Artificial Intelligence &amp; Machine Learning/ MCA/ Master Degree in Statistics/ or equivalent degree in relevant discipline from a University recognized by the Govt. of India / Govt. bodies / AICTE etc.</p> <p><b>Desirable:</b> Certification in Data Science/ Analysis from reputed institutions.</p>	
<b>Expereince</b>	Minimum <b>eight (8)</b> years of experience in IT in Bank/PSU/ Corporate out of which <b>four (4)</b> years in the field of Data Analytics, or Data Science.	Minimum <b>two (2)</b> years of experience in Bank/PSU/ Corporate in the field of Data Analytics, or Data Science.

<b>5. Position</b>	<b>Senior Manager- Climate Risk</b>
<b>Educational Qualification</b>	<p>A Post graduation/master's degree in Environmental management/ Environmental Sciences / Climate Change/ Climate Finance/Disaster Management/Statistics/ MBA (Banking &amp; Finance) from a recognized university with first class or equivalent.</p> <p><b>Preferred Qualifications:</b> Financial Risk Manager (FRM) by GARP / Professional Risk Manager by PRMIA / Sustainability and Climate Risk by GARP</p>
<b>Expereince</b>	<p><b>Mandatory:</b> Minimum <b>three (3)</b> years of post-qualification experience Risk Management Department of any Banks/Financial institutions/Rating Agencies/Brokerage firms or Risk Advisory in Consulting firms, with at least 2 years work experience in dealing with Climate Change related risks and assessment models.</p>

<b>5. Position</b>	<b>Senior Manager- Climate Risk</b>
	<p><b>Desirable:</b> The following skillset/ work experience is desired:</p> <ul style="list-style-type: none"> <li>• Work experience in Risk Management Cycle- with expertise in Climate Change Risk Management.</li> <li>• Identification/Assessment/M Measurement Metrics and Disclosures, and Risk Mitigation Strategies, Stress Testing, Creation, Execution and analysis of stress testing outcome.</li> <li>• Experience in consulting and/or industry experience in Climate Change, Climate Risk Analysis, Sustainability Strategy, Climate Finance, Green Finance, Clean Energy and ESG related areas.</li> <li>• Working knowledge on Climate Risk Models like Integrated Assessment Models (IAMs) or Climate physical &amp; transition risk assessment tools by various service providers, such as Global Change Assessment Model (GCAM) and Paris Agreement Capital Transition Assessment (PACTA) etc.</li> <li>• Expertise in Model Development/validation audit/review experience for financial &amp; non-financial risks.</li> <li>• Experience on working of stress test models (ex- for climate transitional &amp; physical, integration of credit risk in climate scenario or Cyber Risk scenarios and their analysis.</li> <li>• Having working knowledge in SBTi, PCAF, GRI etc.</li> <li>• Effective written and verbal communication skills.</li> </ul>
<b>Specific skills required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (verbal as well as written)</li> <li>• Problem solving attitude</li> <li>• Analytical Thinking</li> <li>• Proficiency in MS- Office applications, especially in MS Excel and Powerpoint</li> </ul>

<b>6. Position</b>	<b>Manager-Economist</b>
<b>Educational Qualification</b>	A Post graduation degree in Economics/ Econometrics/ Business Economics/ Applied Economics/ Financial Economics/ Industrial Economics/ Monetary Economics/ or equivalent degree in relevant discipline from a University recognized by the Govt. of India / Govt. bodies/ AICTE etc.
<b>Expereince</b>	Minimum <b>two years (2)</b> of post-qualification experience as Economist.

<b>7. Position</b>	<b>Operational Risk Advisor</b>
<b>Expereince</b>	<ul style="list-style-type: none"> <li>• He/she shall either be a retired or serving officer, in the rank equivalent to a Deputy General Manager and above or equivalent.</li> <li>• Minimum experience of at least <b>two (2)</b> years in Operational Risk and overall exposure in Risk Management for <b>four (4)</b> years in a Public Sector Bank or Private Sector Bank.</li> </ul>

<b>8. Position</b>	<b>Defence Banking Advisor</b>
<b>Expereince</b>	<ul style="list-style-type: none"> <li>• Retired in the Rank of Colonel or above from Indian Army.</li> </ul>

**In case where experience in a specific field is required, the relavant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.**

**D. Reservation in Posts (Whereever applicable):**

Position Name	SC	ST	OBC	EWS	UR	TOTAL
Manager Economist			01		01	02
Manager Data Analyst			01		03	04

Abbreviations stand for: SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Classes; EWS – Economically Weaker Section; UR – Unreserved

- Vacancies reserved for OBC category are available to OBC candidates belonging to “Non Creamy layer”. Candidates belonging to OBC category but coming in creamy layer are not entitled to any relaxation/ reservation available to OBC category. They should indicate their category as General.
- Relaxation in Upper Age limit will be available as per Govt. of India guidelines (wherever applicable).
- Cate certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by candidates.
- The number of vacancies including reserved vacancies mentioned are provisional and may vary according to actual requirement of the Bank.
- Candidate belonging to reserved category for whom no reservation has been mentioned can apply for vacancies announced for general category provided they fulfil criteria applicable to general category.

**E. Remuneration:**

Remuneration will be market linked and will not be a limiting factor for a suitable candidate and can be negotiated. Other terms and conditions of engagement will be as per the provisions of contract and are negotiable.

**F. Location of Office:**

The position/ place of posting of candidate will be at Bank’s Head Office. However, Bank reserves the right to post the selected candidate as per Bank’s requirement.

**G. Mode of Selection:**

- I. Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method.
- II. 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.
- III. 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.
- IV. The qualifying marks in Interview will be decided by the Bank.
- V. Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores same marks as cut-off marks in the merit list (common marks at cut off point) such candidate will be ranked in the merit list according to their age in descending order, in the merit list.

## H. Period of Contract:

### Chief Risk Officer (CRO), Data Protection Officer, Chief Manager- Data Analyst, Senior Manager- Climate Risk, Manager Economist, Manager Data Analyst

- Engagement will be purely on contract basis for a period of **three years (3)** from the date of taking charge.
- This engagement 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.
- The contract will automatically expire on completion of three years until it is renewed with mutual consent for the decided period.
- The contractual engagement can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof.

### Defence Banking and Operational Risk Advisor

- Engagement will be purely on contract basis for a period of **one year (1)** initially and to be further **renewed on yearly basis** as per the need and requirements of the Bank subject to condition of good health and performance.
- The contract will automatically expire on completion of engagement period 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.
- The renewal of contract shall be done subject to satisfactory performance, good health and meeting with the performance parameters set out for him/her in the Contract.

**Operational Risk Advisor:** The stipulation of engagement will automatically expire permanently on attaining three (3) years of engagement.

**Defence Banking Advisor:** The stipulation of engagement will automatically expire permanently on attaining three (3) years of engagement or attaining 65 years of age, whichever is earlier.

## I. Application Fee/ Intimation Charges (Non-refundable):

**Rs. 100/- for SC/ST/PWBD candidates.**

**Rs. 600 /- for all others.**

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/ Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other exam or selection.

## J. Roles & Responsibilities are appended as Annexure-I

## K. Procedure for Application: ONLINE

Candidates can apply **online** only from **06-11-2024 to 26-11-2024** and no other mode of application will be accepted. Guidelines For Filling Online Application are enclosed as Annexure-II.

### Other Instructions:

1. 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 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.

2. An online application which is incomplete in any respect such as without proper photograph, signature, documents as applicable, unsuccessful fee/intimation charges payment will not be considered as valid.
3. 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.
4. 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.

#### **L. 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.
2. 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.
3. 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.
4. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, acceptance or rejection of applications, mode of selection, the documents to be produced for the purpose of interview, cancellation of the selection process either in part or full and any other matter relating to engagement will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
5. Filling up of the position is solely at the discretion of the Bank based on suitability of candidates and no claim will arise for engagement, if the position is not filled due to unsuitability / insufficient number of candidates.
6. Candidate will appear for the interview at the allotted centre at his/her own risk and expenses and UCO Bank will not be responsible for any injury or losses etc. of any nature. No Travelling Allowance is payable to candidates who are called for interview.
7. Request for change of contact no./address/ email ID/interview centre/mode of interview will not be entertained.
8. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
9. Canvassing in any form will be a disqualification.
10. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.
11. 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.

12. Any dispute arising out of and/or pertaining to the process of engagement under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.

13. **ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on Banks website <https://ucobank.com> from time to time.

14. In case it is detected at any stage of engagement 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 engagement, his /her contract is 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: 06-11-2024**

**General Manager**  
**HRM Department**



## Roles & Responsibilities- Chief Risk Officer (CRO)

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.

The Role of Chief Risk Officer will be mainly classified under the following area of operations:

### A. Credit Risk Management

- 1) Responsible for Bank-wide effective credit risk management and its implementation.
- 2) Ensure that there are adequate resources with required skills, experience and qualification.
- 3) Review and approval of results of credit risk management/processes before its reporting to Board.
- 4) Ensure that all the reporting is done in a timely and accurate manner.
- 5) Ensure coordination between various functions/ departments in the Bank engaged in credit risk management.
- 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.

#### **F. Others**

- 1) 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.
- 2) To actively participate in executive level Risk Management Committees and convene Board level RMC.
- 3) 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.
- 4) To monitor development of methodologies for adoption of Advanced Approaches for Credit / Market/ Operational Risk.
- 5) To be part of capital planning process for the Bank which inter-alia include:
  - Estimation/projection of Risk Weighted Assets & CRAR
  - Estimation of capital requirement based on regulatory as well as targeted Capital ratios.
- 6) 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.
- 7) Issuing guidelines regarding pre-sanction appraisal, loan dispensation, post-sanction follow up, loaning powers, exposure limits and other lending related regulations.
- 8) Define and review Risk Appetite Framework of the bank.
- 9) Any other roles and responsibilities as prescribed by Reserve Bank of India or approved by Bank's Board from time to time.

**He/She shall report directly to the Bank's Chief Executive/ Risk Management Committee of the Board.**

Above roles & responsibilities are illustrative and not exhaustive.

## Roles & Responsibilities- Data Protection Officer

1. Ensuring Bank's compliance with the data protection & privacy legislation in India such as Digital Personal Data protection Act 2023 and other applicable laws.
2. Develop and manage Bank's data protection strategy in India/offshore, including the development and implementation of Bank's data protection policy and procedures.
3. Undertake periodic data protection audits or reviews, in order to ascertain Bank's compliance with Data Protection legislation. Undertake necessary measures to remediate any deficiencies identified by the audit.
4. Conduct Data Protection Impact Assessment (DPIA) and periodically review the same.
5. Submission of reports on data privacy laws to the top management/ Board
6. Collaboration with supporting functions (Legal, IT, Digital Banking, CISO, Compliance etc.) to stay up to date with new processes and policies
7. Review records of processing operations (Personally Identified Information (PII) & Data Flow Diagram (DFD)).
8. Provide education, training and awareness to all members of staff on the requirements of data protection legislation and the care and handling of personal data in order to ensure that relevant business functions are made aware of both their legal responsibilities as well as steps to be taken for their compliance.
9. Provide advice on development of new IT systems and procedures, drafting of data protection notices and obtaining of consent from data subjects.
10. Ensure processes and procedures are put in place to deal with data subject access requests and provide assistance & advice in respect of such requests.
11. Provide advice and assistance for managing data breaches (if any), including liaising with the Supervisory Authority on behalf of the Bank.
12. Ensuring compliance of the Regulatory Authorities (RBI, SEBI, IRDAI, CERT-In, NCIIPC, Gol etc.) directions / guidelines issued from time to time.
13. Any other task/role as may be decided by the Bank from time to time.

## Roles & Responsibilities- Chief Manager-Data Analyst

1. Lead and mentor a team of data analysts, fostering a culture of innovation and analytical excellence.
2. Develop and implement data analytics strategies aligned with the bank's overall business objectives.
3. Drive the creation of advanced analytical models to support business decision-making and strategic planning.
4. Collaborate with senior management to identify key business challenges and recommend data-driven solutions.
5. Ensure the availability of high-quality data and oversee data governance processes.
6. Present analytical findings and insights to executive leadership and stakeholders, translating complex data into actionable recommendations.
7. Stay updated on industry trends and emerging technologies in data analytics to enhance the bank's analytical capabilities.
8. Manage relationships with external vendors and stakeholders as necessary for data analytics initiatives.
9. Any other task/ role as may be decided by the Bank from time to time.

### **Roles & Responsibilities- Manager Data Analyst**

1. Leveraging data to support decision-making processes within the bank.
2. Conduct comprehensive data analysis to identify trends, patterns, and anomalies in banking operations and customer behavior.
3. Develop and maintain dashboards and reports to visualize key performance indicators (KPIs) for various departments.
4. Collaborate with cross-functional teams to define data requirements and ensure accurate data collection and reporting.
5. Utilize statistical tools and techniques to perform predictive and prescriptive analytics.
6. Assist in developing data-driven strategies to optimize product offerings and enhance customer satisfaction.
7. Ensure data integrity and compliance with regulatory standards.
8. Provide training and support to junior analysts and other staff on data analysis tools and methodologies.
9. Any other task/role as may be decided by the Bank from time to time.

### **Roles & Responsibilities- Senior Manager Climate Risk**

1. Preparing various policies process and SOP related to ESG and Climate Risk
2. Assessing bank exposure climate risk at Bank
3. Preparing guidelines/methodology for assessing the climate Risk at lending portfolio at borrower as well as sector specific level.
4. Preparing roadmap of the Bank to moving to Net zero emission.
5. Climate risk based stress testing and scenario analysis.
6. Developing models for assessment of climate risk.
7. Ensuring disclosure in compliance of regulatory guidelines and international guidelines.
8. Develop and maintain methodologies for assessing and forecasting climate-related risk
9. Prepare reports and presentations to communicate findings and recommendations to internal stakeholders.
10. To compute Credit Risk Premium (CRP) methodology and advising the same to CPPD/Business Groups for deciding interest rates.
11. Model Development, Review of models, rating transition study
12. To arrange for periodic review of climate related credit risk related policies. To analyse the credit portfolio of the Bank on various climate related risk parameters. To identify and assess risk factors/concentrations and recommend remedial action
13. Any other task/role as may be decided by the Bank from time to time.

### **Roles & Responsibilities- Manager Economist**

1. Economic Research: Conduct research on economic and market trends and data, and use such information to create economic reports for the organisation.
2. Data Analysis: Collect economic and financial data, both external and internal, and use mathematical tools to analyse and forecast trends.
3. Writing Articles: Provide information on economic and financial issues that may affect the organisation.
4. Newsletters/ Periodicals: Updation of Bank's Newsletter, Journals, and Periodicals that may be published from time to time.
5. Any other task/role as may be decided by the Bank from time to time.

## **Roles & Responsibilities- Operational Risk Advisor**

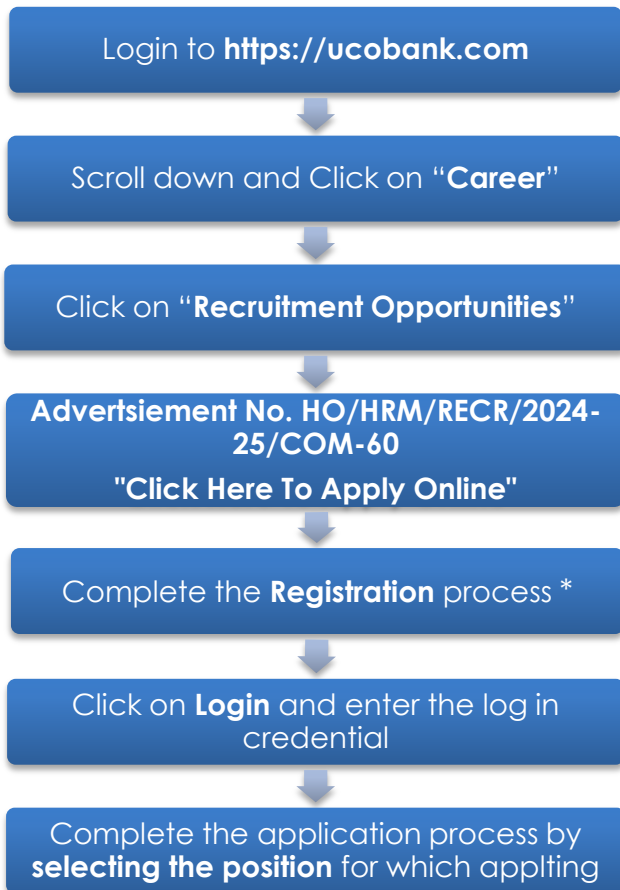
1. Review of Bank's overall Operational Risk Management framework.
2. Review of Bank's RCSA, KRI, Risk Register and suggests necessary changes.
3. Review Information and Communication Technology (ICT) Risk.
4. Review ICAAP document and Capital calculation methodology for Pillar I and Pillar II risk.
5. Review Bank's operational risk loss collection method, Fraud Risk Management, EWS alerts both Credit and Non-Credit.
6. Review of Business Continuity Plan (BCP) framework.
7. Reviewing and suggesting changes required to implement Operational Risk Management Framework.
8. Reviewing all policies, processes, SOPs of Operation Risk Management.
9. Reviewing and suggesting changes with respect to all operational risk management including fraud risk, early warning signal etc.
10. Implementation of Vendor Risk Management framework.
11. Review of Scenario analysis of Operational risk events.
12. Review of Operational Risk Appetite & Risk tolerance.
13. Review of third party Risk Management framework, outsourcing risk and suggesting changes.
14. Helping in drafting policy framework in the area of Risk Management especially Operational Risk and related area.
15. Any other task/role as may be decided by the Bank from time to time.

## **Roles & Responsibilities- Defence Banking Advisor**

1. To liaise with Army, Special Frontier Force, General Reserve Engineer Force, Assam Rifles Headquarters/ other Army Establishments for expanding the relationship between Army and UCO at the institutional level and also increasing the spread of Bank's UCO Shaurya & UCO Shoorveer with their personnel including officers.
2. Arranging for meeting with Army HQ/ Command HQ/ other Units etc. when senior functionaries of UCO Bank have to call on them.
3. Acting as single point of contact (SPOC) for the Army HQ etc. for complaint redressal.
4. Assisting UCO Bank in identifying locations for branch expansion in and out of Defence Forces establishment and also for setting up of ATMs.
5. Generating and following up of business leads and furnishing the contact particulars of various units/ regiments to the Bank for communicating with them locally by our Head Office/ Zones/ Branches whenever required.
6. Assisting UCO Bank in placing advertisements in the Indian Army in-house magazines as and when published.
7. Co-ordinate with Zonal Resource Teams for marketing UCO Shaurya & UCO Shoorveer and other institutional business.
8. Advisor will report to General Manager (Resources) at Head Office. For day to day working, he/she shall work in co-ordination with DGM (Resources) at Head Office.
9. Advisor not to represent the UCO Bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.
10. Any other tasks assigned from time to time related to defence/paramilitary.

## How To Apply

- Candidates are required to have a valid Personal E-Mail ID and Contact Number. Before applying online, candidate will be required to have a scanned (digital) image of his/her photograph, signature, and documents as applicable, as per the specifications given in **Annexure-III**.



### 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

\* A registration number and password will be generated by the system during the registration process and displayed on the screen. Candidate should note down the Provisional registration number and password.

**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.**

- Applicants are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet. or website jam. Bank does not assume any responsibility for the applicants not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of UCO Bank.
- Intimations, wherever required will be sent by email and/ sms only to the email ID and mobile number mentioned 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 <https://ucobank.com> for latest updates.

## Guidelines for scanning and Upload of Documents

### 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.

### Documents to be uploaded:

• Proof of Identity & Address ( <b>Maximum 100 KB</b> )	• Proof of Birth ( <b>Maximum 100 KB</b> )
• Educational Certificate(s) ( <b>Maximum 1MB</b> )	• Any other documents such as caste Certificate (if applicable), CV etc ( <b>Maximum 1MB</b> )
• Experience Certificates specifying designation/ job profile, period of service (with specific dates), emolument etc (Maximum 1MB)	

**Please ensure that the photo, signature, documents (as applicable) are uploaded at the specified spaces only in the online application form.**