



मानव संसाधन प्रबंधन विभाग  
**Human Resources Management Department**  
 प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
**Head Office BTM Sarani Kolkata-700001**  
 दूरभाष Phone: 033-4455 7379  
 ई मेल e-mail :hohrd.calcutta@ucobank.co.in

### Engagement of Consultant for Information Technology Department on Contract Basis

UCO Bank, a leading listed Public Sector Bank, with Head Office in Kolkata and having Pan India, as well as, overseas presence, invites applications for engagement of Consultant for Information Technology Department on Contract basis.

The eligibility and terms of service is furnished hereunder:

Name of the Post	<b>Consultant for Information Technology Department. (IT CONSULTANT)</b>
Vacancy	1 (ONE)
Period of Engagement	Initially for a period of <b>01 year</b> from the issuance of engagement letter and extendable for further period of 01 year as per the needs and requirements of the Bank based on review after completion of 01 year
Place of work	Kolkata or as decided by the Bank.
Termination of contract	One month's notice or one month's compensation in lieu thereof.
Educational Qualification	Post Graduate in IT/ Computer Science /Statistics / Information System.
Mandatory Experience	<p>Work experience as <b>IT Consultancy/IT Advisory Services/ IT Expert/ Board Level engagement in an organization</b> of a minimum of 03 years in the field of Information Technology/ Banking Technology/Cyber Security or relevant experience provided to Public Sector Banks/ reputed Financial Institutions / Government organizations /Leading IT service firms.</p> <p><b>CISO/CTO(CIO)/Head of the Department of top Universities/or equivalent</b> for at least 03 year with overall work experience of 25 years in the field of Information Technology/ Banking Technology/Financial Inclusion, IT/IS Policies/ Cyber Security/Process Automation or relevant fields.</p> <p>The last assignment should have been as Head / In charge of Information Technology operations in Public Sector Banks / reputed Private Sector Banks / reputed Financial Institutions and not below the level of General Manager of Public Sector Bank or its</p>



मानव संसाधन प्रबंधन विभाग  
**Human Resources Management Department**  
 प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
**Head Office BTM Sarani Kolkata-700001**  
 दूरभाष Phone: 033-4455 7379  
 ई मेल e-mail :hohrd.calcutta@ucobank.co.in

	equivalent OR Head of operations / Senior level positions from Leading IT service firms having exposure in Banking and Core Banking Solutions related areas
Desirable Experience	Banking-IT related areas / projects involving IT Policy and Planning/ Financial Networks and Applications/ Financial Information Systems/ Cyber Security Technologies/ Payment Technologies. Member of Technical Advisory Group, Member working Group for Regulatory Authority/Government organizations, Member of Industry level working group.
Age (As on 01.11.2023)	Maximum 62 years.
Selection procedure	<ul style="list-style-type: none"> <li>• The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience.</li> <li>• The requisite number of shortlisted candidates will be called for interview for final selection.</li> <li>• The final selection will be made on the basis of eligibility, experience, qualification and performance during interaction / interview.             <ul style="list-style-type: none"> <li>• The interaction / interview will be conducted by a Committee constituted for the purpose.</li> <li>• Mere satisfying the eligibility norms do not entitle a candidate to be called for interview.</li> </ul> </li> <li>• 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 fulfill the eligibility criteria as may be required for the post.</li> </ul>
Role and Responsibility	Will provide consultation for <ul style="list-style-type: none"> <li>• Identification and implementation of new technologies and technology products.</li> <li>• Development of enterprises technology standards, governance processes and performance metrics to ensure that IT delivers value to enterprise.</li> <li>• Core IT Infrastructure, Network, Business applications and related IT Operations of the Bank.</li> </ul>

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  
Head Office BTM Sarani Kolkata-700001  
दूरभाष Phone: 033-4455 7379  
ई मेल e-mail :hohrd.calcutta@ucobank.co.in

- Supporting the business department and meeting their needs in a time bound manner.
- Industry Expertise for the IT initiatives of the Bank.
- Optimization and management of existing information technology network for high efficiency with sufficient resilience and yet managing costs effectively.
- Development of long term plans to sustain and support the business, anticipating the future trends.
- Ensure that there is no failure in business operations and appropriate disaster recovery plans are in place and regularly tested for readiness for unforeseen and unexpected events which can impact the business continuity.
- Ensure that all IT assets achieve full life time cycle value.
  - Maintain relationships and extract maximum efficiency from the Bank's technology partners who support various IT applications.
  - Compliance to IT security policies as well as regulatory prescriptions.
  - Evaluation of the cost efficiency of emerging technologies and assess their applicability to various business and technology solutions.
    - Building quality assurance, data protection processes and robust Technology Management systems.
    - Identifying security threats, formulate strategies and solutions to mitigate the threats.
    - Monitoring KPIs (Key Performance Indicators) and IT budgets to assess technological performance on IT front.
    - Using stakeholders' feedback for necessary improvements and adjustments in technology. Increase in operational efficiency.
    - Designing of systems and interfaces for internal and external stakeholders.
    - Collaboration, on-boarding and management of vendors that supply solutions to enhance the Bank's products and services. Any other assignment as given



मानव संसाधन प्रबंधन विभाग  
**Human Resources Management Department**  
 प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
**Head Office BTM Sarani Kolkata-700001**  
 दूरभाष Phone: 033-4455 7379  
 ई मेल e-mail :hohrd.calcutta@ucobank.co.in

	by higher authorities from time to time.
Broad scope of work	<ol style="list-style-type: none"> <li>1. The external IT expert will attend, in person, all meetings of Board of Directors &amp; Bank's IT Strategy Committee of the Board. In exigencies, he/she may attend the meeting through online mode.</li> <li>2. The external IT Expert will spare atleast 05 working days on monthly basis for Bank i.e, either by being physically available at Bank's Head Office/Online.</li> </ol>
Remuneration & Perquisites	Negotiable.
Application Fees (Non-Refundable)	Rs.1000+180(GST) =1180/- (Rupees One Thousand One Hundred and Eighty)



मानव संसाधन प्रबंधन विभाग  
Human Resources Management Department  
प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
Head Office BTM Sarani Kolkata-700001  
दूरभाष Phone: 033-4455 7379  
ई मेल e-mail :hohrd.calcutta@ucobank.co.in

### Procedure for applying:-

1. Application complete in all respects as per the prescribed format (Annexure A) along with copies of all the credentials as enumerated in Clause 2 below should be sent in a closed envelope super scribed "**Application for the post of Consultant for Information Technology Department**" to the following address:

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

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before **10.12.2023**. Any application received after the due date will be summarily rejected. Candidates are therefore advised to send an advance copy of the application to:

**hohrd.calcutta@ucobank.co.in.**

#### **Application fees (Non Refundable):**

Rs.1000+180(GST) =1180/- (Rs. One Thousand One Hundred and Eighty)

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking /NEFT/RTGS (Non-Refundable). The Reference number/UTR Number shall be specified in the Application form.

Account Name: **UCO Bank Consultant on Information Technology Recruitment Project**

Account No: **01900210020050**

Bank & Branch: **UCO Bank, Kolkata Main**

Type: **Current Account**

IFSC Code: **UCBA0000190**

2. The following credentials (self-attested photocopies only) are to be enclosed along with the application form
  - 2.1. Proof of date of Birth.
  - 2.2. Mark sheet and Passing certificate of all educational, technical qualifications.
  - 2.3. Experience certificate(s) specifying designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
  - 2.4. Photo Identity proof and Address proof.



मानव संसाधन प्रबंधन विभाग  
Human Resources Management Department  
प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
Head Office BTM Sarani Kolkata-700001  
दूरभाष Phone: 033-4455 7379  
ई मेल e-mail :hohrd.calcutta@ucobank.co.in

3. Candidates are required to have a valid personal email ID and Mobile number for contact. It should be kept active during the currency of this process. Bank may send call letters for interview through the registered email ID.
4. Candidates are advised to apply well in advance and Bank will not be responsible if candidates are not able to submit before the due date for any reason beyond the control of the Bank.

### GENERAL INSTRUCTIONS

- a. Before applying for the post, candidate should satisfy himself/herself that he/she fulfils the eligibility and other norms mentioned in this notice. 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.
- b. 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.
- c. 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.
- d. Unless the Bank extends the contract for further period, on completion of the contractual period of **01 year**, 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.
- e. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- f. 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.
- g. Only those candidates who fulfill the eligibility criteria will be called for interview and intimated by email.
- h. 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.
- i. 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



मानव संसाधन प्रबंधन विभाग  
Human Resources Management Department  
प्रधान कार्यालय 10 बी टी एम सरणी कोलकाता 700001  
Head Office BTM Sarani Kolkata-700001  
दूरभाष Phone: 033-4455 7379  
ई मेल e-mail :hohrd.calcutta@ucobank.co.in

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.

- j. No Travelling Allowance is payable to candidates who are called for interview,
- k. The Bank takes no responsibility for any delay in /non-receipt or loss of any communication
- l. 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.
- m. Request for change of contact no./address/ email ID/interview centre will not be entertained
- n. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- o. 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.
- p. Canvassing in any form will be a disqualification.

**Kolkata, 21.11.2023**

**General Manger  
(HRM Department)**