



Date – MAY 26, 2023
UCO BANK LIMITED

APPROVED

Unit: Parrys, Chennai. TN
(UCBA0002125)
No. 328, 1st Floor,
Parrys Junction,
Chennai,
Tamil Nadu – 600 001.
Ph: 18001030123
www.ucobank.com

Dear Mr. Muthamizhan
S/o Paramasivam
Employ ID: 3031017638
Department: PO.
Assistant - Manager

We are pleased to Order you the position of **Assistant – Manager (Probationary Officer)** in UCO BANK. Attached are the specific terms and conditions of our Order – please read these important details carefully, including your compensation and benefits detailed on page 4.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. 28. July 2023 . Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this Order will be withdrawn.

To confirm your acceptance of this Order, you are required to:

- Respond via email to johnjebastein.dgmhr@ucochennai.co.in communicate acceptance of the Order and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be sent to johnjebastein.dgmhr@ucochennai.co.in at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.

Report to on the joining date at **02:00 p.m.**

Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) 5 self photographs (passport sized, color photos with a white background), (iii) the originals and 2 sets of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring 3 sets of photocopies of any one of the following documents: passport, driving license, voter's identification card or PAN card.
- Copy of Passport - if you do not have a passport then kindly apply for a passport immediately and carry the acknowledgement on the day of your onboarding
- If you have stated in your application to UCO BANK that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed.



Date – MAY 26, 2023

- If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
- Valid Indian Work Permit, if applicable.

*** Please note that all of the above documents are mandatory and you will not be allowed to join without them.**

Please contact us via ghorderconfirm@ucobank.com for any queries regarding your employment Order.

We believe that no UCO BANK should ever be alone in the effort to achieve success—whether for the Bank, for a client or for him- or herself. Therefore we are proud to Order Succeeding, a two-year, multifaceted system of support designed specifically to enable all new UCO BANK to excel. Succeeding integrates all the global resources needed by new customized learning plans to career help to social computing tools to access to subject matter experts. To begin your journey, we recommend taking advantage of the pre-employment portion of Succeeding at www.ucobank.com/employment/prehirelearningdesigned to provide an initial opportunity to explore and develop knowledge about to ease your transition

Please visit the website for more information on starting at www.ucobank.com India

Authentication code is **start @ UCO BANK, BRANCH : CUDDALORE.TN**

The Royal Blue ambassador program is designed to help assist new joiners with their initial transition into UCO BANK. As a part of the program post your joining, you will receive information about your dedicated Royal Blue Ambassador (RNT) who will meet up with you at your joining/onboarding location on your date of joining.

(Purakayastha Abhishruti) is your Regional Single Point of Contact from the RNT team to answer or direct you to the appropriate UCO BANK officials for any questions you may have post joining the organization.

The other terms and conditions of the Order are as follows:

1. Your employment with the Bank is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the workpermit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join.
2. Your initial posting will be in Nellikuppam Po, Cuddalore, Tamil Nadu. However, your services are transferable and you may be assigned to any office of UCO BANK, a subsidiary, or associate Bank. In such case, you will be governed by the policies of that location. (Note: It is clarified that UCO BANK may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Cuddalore Branch.)
3. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Bank without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
4. Your designation may be changed at the discretion of the Bank depending on the work assigned to you.
5. You may be required to travel on Bank work and you will be reimbursed expenses as per Bank policy.
6. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.



Date – MAY 26, 2023

7. You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Bank may terminate your service by giving 30 days notice or basic salary in lieu thereof.
8. Upon completion of probation period and confirmation as a regular employee, you or the Bank may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Bank may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Bank to that effect.
9. You will retire from the services of the Bank on attaining the age of superannuation [58 years].
10. Upon your resignation or retirement from the Bank or termination of your services, you are required to return all assets and property of the Bank such as documents, machines, data, files and books etc. (including but not limited to leased properties).
11. Any and all of the terms and conditions of service may be modified or changed at the Bank's discretion.
12. Your individual remuneration is strictly between yourself and the Bank. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
13. You will, by default, be enrolled in UCO BANK's Group Medici claim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same for as long as you participate in the Policy. All benefits as outlined herein and in Uco Bank policies are subject to change at the Bank's discretion. You will be entitled to privilege leave in accordance with the Bank's policy as applicable from time to time.
14. It is your responsibility to notify the Bank of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Bank.
15. During your service with the Bank, you are expected to devote your whole time and attention to the Bank's affairs and refrain from directly or indirectly engaging in any other business.
16. Information pertaining to UCO BANK operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Bank and indemnify the Bank against any breach thereof.
17. All employees are required to read and comply with UCO BANK's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
18. If any information furnished by you in your application for employment or during the selection process is found at anytime during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Bank may terminate your services without notice or compensation.
19. You are required to register your profile at National Skills Registry, the addendum attached with this Order letter will provide you the information on the process of your registration. This registration is mandatory and should be completed within 30 working days from the date of joining the Bank.
20. A One time Premium Component of Rs. 25,000/- is given to you post joining UCO BANK. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium.



21. This Order is conditional upon your having a valid Passport. If you do not have a passport as of the date of this Order, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your onboarding. UCO BANK will reimburse the minimum passport fee to you, provided you have applied for a passport after the date of this Order. You shall be reimbursed the minimum passport fee only after a passport has been issued to you. To claim this reimbursement, you are required to produce the original receipt for the passport fees (excluding vendor/ photo /other costs, such as fees to expedite the application) along with a copy of the front page of your new passport, with your name, photograph, and details of the validity of your passport. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport UCO BANK shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
22. You will abide by all the rules and regulations of the Bank which are in force from time to time and the Bank shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At UCO BANK, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this Order letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to UCO BANK on your on boarding day.

Sincerely,

For HUMAN RESOURCES

V.A.Rangarajan Authorised Signatory
Recruitment Leader
India/SA

WAITING LIST

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with RBI under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.) Signature:

Printed Name: P. MUTHAMIZHAN

Date: 09/06/2023

Date of Joining (if requesting an alternative date):

UCO BANK CONFIDENTIAL

As per banking norms


UCO BANK
No.328, 1st Floor, Parrys,
Thambu Chetty Street,
Chennai, Tamil Nadu-600 001.

DATE: MAY 26, 2023
NAME: Muthamizhan
DESIGNATION: Assistant - Manager

MANAGER: Gopinath Gunti
POSITION: Probationary
WORK LOCATION: Cuddalore

Compensation Components

1. Basic Salary	UCO BANK
2. Flexible Benefit Plan (FBP)	Order
3. Retirals	(Rupees.)
(a) Provident Fund (PF)	45818.65
(b) Gratuity	4500.11
Monthly Fixed Remuneration	1350
4. Growth Driven Profit Sharing Program **(0-12 % of Basic Salary + FBP)	1600
5. Performance Award **(3% of Basic Salary + FBP)	4,50,
6.Total Compensation = (Monthly Fixed Remuneration + GDP at Midpoint)	0 to 41500
	1344

* As per Bank policy.

** Presently the Bank has the following performance based compensation programs

- Growth Driven Profit Sharing Program
- Performance Award

The Bank reserves the right at its discretion to adjust the program terms or cancel or otherwise modify the program at any time. The details on the program design are available on Page 6.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medical Policy. You need to enroll your immediate family (Spouse & Four Childrens) within 45 days of joining if you wish to do so, A nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family .
- Group Term Life and Accident Rider Coverage

UCO BANK CONFIDENTIAL

Explanation of Compensation Components

Component Summary Explanation*

1. Basic Salary

The fundamental salary component to which many other compensation components are linked.

2. Flexible Benefit Plan (FBP)

This is valued at 120% of your Basic Salary.

The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.

- (a) **Leave Travel Allowance (LTA)** LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
- (b) **Medical** Rs. 15,000/- per annum. To be used for medical expenses.
- (c) **House Rent Allowance** Maximum 50% of Basic Salary *per annum*. To be used for house rent.
- (d) **Conveyance Allowance** Maximum Rs. 800/- *per month*. To be used for vehicle expenses. (e) **"Flat" Allowance** Remaining FBP funds and is a taxable amount.

3. Retirals

conditions are met.

These elements of compensation are not paid out until later when certain

- (a) **Provident Fund (PF)**
- (b) **Gratuity**

12 % of Basic Salary is contributed to the Provident Fund.

4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the Bank's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. . Gratuity is payable to you as per the UCO BANK Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Bank. The amount of gratuity payable shall not exceed Ten lakhs rupees (Rs. 1,000,000). Until your monthly wages are upto Rs.15,000/- p.m or such other amount drescribed bylaw, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same.

- (c) **ESIC**

4. Growth Driven Profit Sharing Program Opportunity ("GDP")*

The Bank presently has a Growth Driven Profit Sharing Program. GDP is UCO BANK's global, annual, performance-based payment program.

Refer Page 6 for details on the Growth Driven Profit Sharing Program.

The Bank reserves the right at its discretion to adjust the GDP Program terms or cancel or otherwise modify the Program at anytime.



UCO BANK CONFIDENTIAL

*Total Compensation Opportunity and other Benefits– Additional Information**

Growth Driven Profit Sharing Program Opportunity ("GDP")

The Bank presently has a Growth Driven Profit Sharing Program. The GDP is a part of your Total Compensation Opportunity and is designed to support a team-oriented, high-performance work culture.

As per GDP 2014, eligible employees in Bands 1 – 9 can receive annual payments ranging from 0 to 12 percent of [Annual Basic Salary + Annual FBP]. Eligible employees in Band 10 can receive annual payments ranging from 0 to 24 percent of [Annual Basic Salary + Annual FBP]

The actual payout of Growth Driven Profit Sharing Program ('GDP Program') is not fixed and will be based on individual and business performance, with results driven by how well UCO BANK grows revenue and pre-tax profit, year over year. For more details refer to the terms and conditions of the GDP Program.

Statutory Bonus is payable as per the provisions of the Payment of Bonus Act, 1965 to eligible employees. The GDP payouts are dependent upon the terms of the GDP Program. For, employees who are eligible to both Statutory Bonus as well as the GDP, the Bank shall as per the provisions of the GDP Program, deduct from the GDP allocated to an employee the amount of Statutory Bonus paid to the employee for such corresponding period and only the excess difference (if any) will be paid to the employee as an actual GDP payout. Further, Statutory Bonus will be paid out monthly for eligible employees. Statutory bonus payment for a month will be made in the subsequent month end's payroll.

GDP payments are generally distributed in March. As per Program, active regular full-time and part-time employees on-board as of 31 December 2021 are eligible to participate.

Refer to the Program for further details.

Please note: The Bank reserves the right at its discretion to adjust the GDP program terms or cancel or otherwise modify the Program at any time.

Performance Award

The Bank presently has a Performance Award Program. Performance Award is part of your Total Compensation Opportunity and is designed to recognize and reward employees who contribute to the WWBU Pre Tax Income attainment.

As per Performance Award 2023, eligible employees in bands 1- 10 will be covered under the program. At target, performance award will be 3% of annual Basic + annual FBP.

The actual payout of Performance Award is not fixed and will be based on World Wide Business Unit PTI attainment results and individual performance. For more details refer to the terms and conditions of the Performance Award Program.

Performance Award payments are generally distributed in March. As per Program, active regular full-time and part-time employees on-board as of 31 December 2023 are eligible to participate.

Refer to the Program for further details.



Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a Bank paid benefit which provides group term life coverage to all employees of UCO BANK Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Bank prescribed insurance underwriting procedure and awarding of coverage by the insurance Bank. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a Bank paid benefit which provides group personal accident coverage to all employees of UCO BANK Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies worldwide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

You and your nuclear family (Definition of nuclear family : Spouse + max. of 4 children) are covered up to Rs.3 Lakhs per year on a family floater basis. By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & Four Children) within 45 days of joining if you wish to do so and there will be a deduction from the salary as premium for this hospitalization coverage. For the calendar year 2021, the premium charged to you will be INR 1250 per annum. You have the option of enhancing this cover up to a maximum of Rs. 10 Lakhs per year (incremental premium to be borne by employee).

If you wish to opt out of participation in this policy, you may do so; please refer to the UCO BANK Intranet for details.

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Medical Insurance cover for you will be effected by default from the date of your joining UCO BANK India. However, you MUST enroll your dependants through on line submission of details within 45 days from the date of joining for insurance coverage to be extended to your dependants.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)*

**Subject to enrolling the new dependant within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 95:5%. Claims pertaining to dependants (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer - This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, UCO BANK will extend an additional amount of Rs. 7 Lakhs for required treatment.

The critical illness buffer requires management approval and is subject to the availability of funds in the Corporate Buffer of UCO BANK India

