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UCO BANK

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Circular No. CHO/PAS/02 /2016-17

Date: 20/09/2016

TO ALL BRANCHES/OFFICES

Sub:- Subordinate Staff – Process for promotion to Clerical Cadre under Second Channel (Merit cum Seniority Channel) and Third Channel (Seniority Channel)

Bank has decided to initiate promotion process for promotion from Sub Ordinate Cadre to Clerical Cadre **under Second Channel (Merit cum Seniority Channel) and Third Channel (Seniority Channel) in terms of Promotion Policy Settlement for Workmen Staff, 2012.**

Competent Authority has approved declaration of **855** vacancies for promotion from Sub ordinate Cadre to Clerical Cadre under Second and Third Channel i.e., Channel 4.6(ii) and Channel 4.6(iii) of Promotion Policy Settlement for workmen Staff, 2012.

The declared vacancies includes the unfilled reserved vacancies for SC & ST (Backlog) of the last promotion process held in the year 2013-14 from Subordinate Cadre to Clerical Cadre. **in addition** to the normal reserved vacancies for SC & ST of the respective States/UTs as well as for respective Channels for the current year. Accordingly it has been decided to fill up the following vacancies for promotion from Subordinate Cadre to Clerical Cadre against the following two Channels:

- 1) Second Channel i.e. Merit-cum-Seniority Channel – No. of Vacancies **570**. Includes reservation of **139** vacancies for SC and **206** vacancies for ST.
- 2) Third Channel i.e. Seniority Channel – No. of vacancies **285**. Includes reservation of **53** vacancies for SC and **76** vacancies for ST.

Govt. Guidelines for Reservation

In pursuance of the Govt. Directives, reservation for SC and ST candidates has been provided on the basis of Post-Based Roster. Separate lists under Channel II & III will be prepared for employees under reserved category.

The seniority region-wise and category-wise distributions of vacancies as per Post-Based Roster under the aforesaid Channels are enclosed as Annexure-I & Annexure-II.

Candidates who are Ex-servicemen shall on the basis of their past service in defence force be given weightage at the rate of 5:1 i.e. for every completed five years of service in defence forces weightage of one year will be given subject to a maximum of two years but only after they have rendered at least three years actual service in the Bank and the said advantage for the said weightage shall be available only once during their career. Accordingly, the Manager/Zonal Manager/Establishment Section at H.O. should give a certificate that the concerned ex-service man has not availed of this advantage in any earlier occasion and copy of option letter in terms of H.O. Circular CHO/PAS/ 12 /91 dated 7.12.91 in this regard should also be enclosed with the application.

यूको बैंक, मानव संसाधन प्रबन्ध विभाग, चतुर्थ तल 10 विन्नेम सरणी, कोलकाता -700 001

UCO Bank, Human Resource Management Deptt. Head Office, 4 th Floor, 10 BTM Sarani,, Kolkata-700 001.

दूरभाष Phone: 033- 44557946 फैक्स Fax: 033-22354759 ई-मेल e-mail hohrm.mptp@ucobank.co.in



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It may please be noted that as per the Memorandum of Settlement dated 11th February, 2009 between the Bank and its representative Workmen Unions, which was approved by the HR Committee of the Board in its meeting held on 08.03.2009, it was decided to waive the debarment clause in the matter of promotion and selection to functional special pay posts in respect of peons who have been absorbed from empanelled daily-wager with matriculate or higher qualification **notionally from 08/03/2009** subject to withdrawal of pending litigation, if any, in this regard. The modalities of the same was circulated vide H.O. Circular No. CHO/PAS/ 02 /2009-10 dated 04.06.2009. Zonal Offices are advised to forward the application of the employees who fall in this category and who are willing to take advantage of removal of the debarment clause in the ensuing promotion process for promotion under these channels within the stipulated date as prescribed in the above mentioned circular.

SECOND CHANNEL – MERIT-CUM-SENIORITY CHANNEL – PROMOTION THROUGH AN ALL INDIA WRITTEN TEST CONDUCTED BY IBPS FOLLOWED BY JOB ORIENTATION TRAINING PROGRAMME – ELIGIBILITY CRITERIA.

Members of subordinate staff other than Graduates including full time matriculate sweepers who have put in a minimum period of five years continuous service as full time employee would be eligible to participate under this channel.

The selection process under this channel shall comprise of written test (**Online**) to be conducted by IBPS, Mumbai, Job Orientation Training programme and Service Seniority. The distributions of marks are as follows:

A. Written Test (Online)

Tentative date for the written test-
Qualifying Marks

: 100 Marks

: Will be notified

: 35% for General and 30% for
SC/ST/Physically Handicapped
Category.

Syllabus & Marks

: Reasoning Ability – 25 Marks, English
Language – 25 Marks, Numerical
Ability –25 Marks & Office Aptitude –
25 Marks.

Model Questions

: Model Questions for information of the
prospective Candidates will be sent
separately.

**B. Job Orientation Training Programme
Out of which**

: 100 Marks

: Banking Awareness– 50 Marks &
Computer Literacy- 50 Marks

Qualifying Marks

: **35% for General and 30% for SC/ST
PH category**

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C. Service

: 25 Marks – 1 mark for each completed year of service with a maximum of 20 marks. Additional Mark for service above 20 years at the rate of 1 mark for two completed years subject to maximum of 5 marks. Thus total marks for service would not exceed 25.

Those who will pass the written test would qualify for Job Orientation Training in order of rank in the written test subject to two times of the vacancies notified in the respective seniority region under this channel. Upon completion of **5 (five)** days training programme the evaluation would be done as decided by Bank. In the evaluation candidates who secure at least 35 marks in Computer Literacy & Banking Awareness would be considered for promotion on the basis of aggregated marks obtained in the written test, Job Orientation training programme and the marks of service weightage. The candidates who secure the same number of marks in the aggregate shall be rank on the basis of their inter-se seniority. The candidates securing rank on the basis of aggregate mark as above within the number of vacancies set apart for this channel in the seniority region would be empanelled and declared promoted.

THIRD CHANNEL – SENIORITY CHANNEL (ELIGIBILITY CRITERIA)

Members of subordinate staff other than Graduates who have put in a minimum period of 5 years continuous service would be eligible to participate under this channel.

The candidates responding to the notification would be given notional weightage for educational qualifications as under:

Weightage for qualification

A pass with 50% marks in Higher Secondary Examination or (10+2) of (10+2+3) pattern or Pre-University or 11th standard of (11+3) pattern or pass with 60% in Matriculation or SSC or SSLC or 10th standard of (10+2+3) pattern of statutory Board/recognized University or equivalent ...3 years.

Or

A pass in Higher Secondary Examination or (10+2) of (10+2+3) pattern or Pre-University or 11th standard of (11+3) pattern or pass with 50% in Matriculation or SSC or SSLC or 10th standard of (10+2+3) pattern of a statutory Board/recognized University or equivalent 2 years.

Or

A pass in Matriculation or SSC or SSLC or 10th standard of (10+2+3) pattern of statutory Board/recognized University or equivalent 1 year.

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The selection will be guided by the following criteria, out of a consideration zone of three times of the vacancies declared under this channel.

1. Seniority : 60 Marks
2. Educational Qualifications : Maximum 20 marks
3. Interview : 20 Marks

NOTES :

i) Marks on seniority would be awarded as under :
2 marks for each completed year of service with a maximum of 60 marks.

ii) Marks on educational qualification would be awarded as under :

For a pass with 50% in H.S. Examination or (10+2) of (10+2+3) pattern or Pre-University, or 11th standard of (11+3) pattern or pass with 60% in Matriculation or SSC/SSLC or 10th standard of (10+2+3) pattern of a statutory Board/recognized University or equivalent

.....20 marks.

Or

For a pass in H.S. Examination or (10+2) of (10+2+3) pattern or Pre-University or 11th standard of (11+3) pattern or pass with 50% marks in Matriculation or SSC or SSLC or 10th standard of (10+2+3) pattern of a statutory Board/recognized University or equivalent

.....15 marks.

Or

For a pass in Matriculation or SSC or SSLC or 10th standard of (10+2+3) pattern of a statutory Board/recognized University or equivalent.

.....10 marks.

A candidate shall be eligible for marks for the highest qualification that he possesses. It is further clarified that when marks are awarded to any candidate for any particular qualification from the aforesaid table, no marks will be awarded, for any lower qualification than the said qualification.

The candidates who secure the same number of marks in the aggregate shall be ranked on the basis of inter-se-seniority. The candidates securing ranks on the basis of aggregate marks as above within the number of vacancies set apart for this channel in the seniority region would be empanelled and declared promoted.

Applications are invited from the eligible members of Subordinate staff for filling up the vacancies as mentioned above in the Clerical cadre. Eligible applicants may apply under Second Channel-Merit –cum Seniority Channel or Third Channel- Seniority Channel or Both the Channel. Only those candidates who confirm to the prescribed norms as on 31.03.2015 shall be eligible to apply for promotion as above.

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For the purpose of reckoning the length of service in subordinate cadre, as required, the service as full-time employee of the Bank shall be considered as on 31/03/2015. The length of service in subordinate cadre as above shall include the **period of temporary service in respect of which the benefit of notional predating of the date of joining and preponement of annual increments, if any, have been given, excluding (a) service as part-time employee in subordinate cadre, if any and (b) the period of leave without pay, if any, to the extent that it exceeds 180 days in all.**

NOTE: 1 year relaxation in the minimum qualifying service where applicable will be given to SC/ST/Physically Challenged employee under Second and Third Channel.

LAST DATE OF SUBMISSION OF APPLICATION : 17/10/2016.

Submission of Application

Eligible employees in Sub ordinate cadre who are willing to participate in the Promotion Process should submit the application ONLINE as per time schedule mentioned in this circular. Candidates should thoroughly go through the guidelines for filling up and submission of application as contained in UCO Online. In case of the candidates find difficulty in submission of Online Application they may seek guidance from BH/ABH/Department Head. **After submitting application ONLINE, the application will be got printed by the candidate and sent in duplicate to the respective Zonal Head/ Head of the Department at Head Office through their respective Branches/ Offices/Departments on or before 20/10/2016, who will verify the particulars of the application. Authorised Officer/ Executive at Zonal Office will verify the data of applications (pertaining to his Zone) ONLINE. In case any correction is warranted. Authorised Officer can modify the data before its verification in ONLINE. Then Zonal Office will send one hard copy of application (duly verified/modified & verified) along with channel wise list of the candidates to Head Office, HRM Department addressed to Shri Nagraj, Chief Manager, HRM Dept, 4 th floor, 10 BTM Sarani, Kolkata-700001 by a 1st class courier so as to reach latest by 02/11/2016.**

Candidates desiring to apply in more than one Channel i.e. Seniority & Merit-cum-Seniority Channel are to submit only one application and should positively indicate the same by selecting the appropriate box of the online form.

The last date of submission of hard copies of application is 02/11/2016. Duly verified copies of all the relevant certificates regarding Caste, Educational qualification, Mark sheet, proof regarding period in defence service for Ex servicemen, PH certificate for Physically challenged candidates etc. must be submitted with the hard copies.

If any of the particulars furnished by the employees concerned in the application forms with regard to various examinations passed by them is not in agreement with the data recorded in the service record, the same should be brought to the notice of the concerned employees to

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Handwritten signature/initials



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enable them to submit immediately original copies of certificates/mark sheets in support of their having passed the particular examination. Concerned Branch Heads/Zonal Heads/Departmental Heads in Head Office should verify such Original copies of Certificates and Mark Sheets and update the records at their end.

In case of employees eligible to apply for promotion process under Seniority Channel/Merit-cum-Seniority Channel, who are on leave, other than casual leave, and are not likely to resume duty before the last date for submission of application, an urgent message **should immediately be sent to the leave address of the concerned employee, if available, or to their permanent home address or local address apart from E-mail and SMS**, as the case may be, in the following form:

“Application regarding promotion to Clerical Cadre required to be submitted ONLINE before 17/10/2016. Inform forthwith if you wish to apply or otherwise.”

If he/she is willing to apply to participate in the current Promotion Process, he/she must do so online within 17/10/2016.

Branch Head/Zonal Head/Departmental Head at Head Office should ensure proper communication of the above information to the concerned employee on leave, under their respective jurisdiction.

All the Branch Head/ABH/ Department Heads are advised to guide the eligible applicants in subordinate Cadre in submission of Online application form. Branches/Offices are advised to provide Computer and necessary guidance for submission of Online application form to the eligible candidates.

Zonal Heads/Authorised Officer at Zonal Office should invariably verify the particulars furnished by the employees in their applications by referring to the respective service records maintained by the Bank as also with the documents produced/submitted and certify under their signatures that the particulars have been verified and found to be correct counter signed by Zonal Head.

In case of Subordinate Staff posted at Head Office, the Departmental Heads should forward all the applications to the Establishment Cell, Personnel Services Department, Head Office. On receipt of the applications from various Departments, **the Establishment Cell, Personnel Services Department at Head Office should verify ONLINE** the particulars furnished by the employees in their applications by referring to their service records maintained by the Bank as also with the documents produced/submitted by the applicants. Thereafter the Establishment Section, Head Office would also prepare final lists like Zonal Offices as stated above and send the same along with the applications to Shri Nagraj, Chief Manager, HRM Department, 4th Floor, 10 BTM Sarani, Head Office, Kolkata 700001 on or before **02/11/2016**.

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Scrutiny and Transmission of Application Forms :

1. After Online submission of application, signed printed copies in triplicate are to be submitted to the Branch Head (in case of staff attached to the branch)/ Zonal Head (in case of staff attached to Zonal Office)/Head of the Department of Head Office (in case of staff attached to Head Office) by **17/10/2016**.

2. Branches/Offices are to forward the applications along with enclosure (in duplicate) to respective Zonal Office by **20/10/2016**, Departments at Head Office are to forward such applications to Establishment Section, Personnel Services Department, Head Office, within the same period.

3. Zonal Office/Establishment Section, PSD, HO should verify the particulars given by the applicants with those recorded in the Bank by referring to their respective service records. **After verification of the applications, Zonal Offices are advised to send a list of eligible candidates applied for promotion under their Zone by E-Mail (Id:- hohrm.mptp@ucobank.co.in) latest by 25/10/2016 (only soft copy to be sent).**

4. Thereafter Zonal Offices would sort out the applications according to the channel of promotion applied for by the staff members. Further ZO Mumbai, Burdwan, Hooghly, Salt Lake, Raipur, Guwahati and Agartala would also be required to sort out the applications separately for both the channels in accordance with the seniority region as specified in para 5.6.2 of PPS 2012 for Workmen Staff. Zonal Office/ Establishment cell of HO forward all the applications duly scrutinized and complete in all respect, along with report print-outs in a separate cover super-scribed "Applications for Promotion to Clerical Cadre-Channel II/III/Both" and be addressed to Shri Nagraj, Chief Manager, Human Resource Management, 4 th Floor, 10 BTM Sarani, Kolkata-700001 strictly on or before 02/11/2016.

KEY DATES :

- A) Last date for submission of application by candidates to Branch/Office. : 17/10/2016
- B) Last date for submission of the applications by Branch/Office to Z.Os/Establishment Section, HO. : 20/10/2016
- C) Last date for receiving complete list of all candidates applied – Name, Emp. No., Category, Place of posting & Channel under which applications made to HRM Dept., HO by E-mail (Id:- hohrm.mptp@ucobank.co.in) : 25/10/2016
- D) Last date for submission of verified copies of Applications by ZOs to HO, HRM Department : 02/11/2016

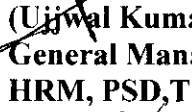


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- E) Tentative date for pre-promotional training of eligible SC/ST/OBC/PH candidates (for 10 days) : Within 30/11/2016
- F) Tentative date of Written Test (ONLINE) : Will be notified

A copy of this Circular should be displayed on the Notice Board for information of all concerned. Branches/Offices are requested to take immediate action on the aforesaid lines. **The receipt of this circular should be acknowledged and intimated to Shri Nagraj, Chief Manager, Human Resource Management, 4 th Floor, 10 BTM Sarani, Kolkata 700001.**

Zonal Offices are advised to arrange for conducting pre promotional Training Programme for the eligible members of Subordinate Staff belongs to SC/ST/OBC/PH category for the zone under their Jurisdiction for 10 working days within 30th November, 2016 positively.


(Ujjwal Kumar)
General Manager
HRM, PSD, Training & OL

Encl : As stated above