

**Human Capital Management (Recruitment & Promotion) Central Office**

Staff circular no.:-	1430	Date:-	22 <sup>nd</sup> November, 2023
File No.:-	44	Dept. Running No.:-	541

**All Branches/Offices**

**Reg.:-PROMOTION TO THE POST OF "ASSISTANT MANAGER" IN THE JUNIOR MANAGEMENT GRADE SCALE- I (MAINSTREAM-2024-25).**

1. The promotion policy for clerical cadre to officer cadre in Junior Management Grade Scale-I has been circulated vide circular no.1428 dated:-20.11.2023.
2. We are pleased to invite applications from eligible staff members in the clerical cadre who are desirous of being promoted to the post of "Assistant Manager" in the Junior Management Grade Scale-I (Mainstream). The ON-LINE Examination is scheduled to be held on **09.12.2023** as communicated earlier.
3. *The tentative vacancies for promotion to JMG Scale I is 1017.*
4. All employees in clerical cadre fulfilling the eligibility criteria, in terms of Promotion Policy for clerical cadre are eligible to appear for the above mentioned process. **HRMS module will be opened for submission of online application from 22.11.2023. Last date for submission of application by the candidate is 27.11.2023. The last date for approval of eligible application by administrators/ approvers at ROs/ZOs is 28.11.2023.** The applications will have to be submitted "ON-LINE" only and no hard copy will be accepted.
5. **Broad Eligibility Criteria for Promotion Process from Clerical to JMG Scale-I are as under:-**

Clerical candidates confirmed in Bank's service and not under debarment in terms of specific provisions of the policy, and fulfilling the following conditions shall be eligible for appearing in the Promotion Process for the post of "Assistant Manager" in Junior Management Grade Scale 1 (Mainstream), with cut-off date of eligibility as on 01.04.2024 (except for educational qualification):-

- (A) **Graduates with JAIB/CAIB** of Indian Institute of Banking and Finance, on completion of **2 years** continuous service in the Bank, reckoned from the date of probation in the Clerical Cadre.
- (B) **Graduates without JAIB/CAIB** of Indian Institute of Banking and Finance, on completion of **3 years** continuous service in the Bank, reckoned from the date of probation in the Clerical Cadre.
- (C) Candidate should not have been debarred for appearing in promotion under this channel in terms of relevant clause in the policy.

The relevant date for the purpose of determining the eligibility for all purposes except Educational/Professional Qualifications shall be 1<sup>st</sup> April of the Financial year for which the process is initiated

K

28

In respect of Educational/Professional Qualification, concerned staff must have secured the required qualification/Certification as on date of application.

**Written Test and Interview:-**

A. Pattern of Examination

- a) The examination will be administered "On-line".
- b) The examination is tentatively proposed to be held on 09.12.2023
- c) The examination will be Multiple Choice Question (MCQs-Objective pattern).
- d) The examination shall be for a total of 100 marks out of which 15 marks will be apportioned for English Grammar and 15 marks for Computer/CBS knowledge.
- e) The remaining 70 marks would be comprising of questions on Banking Theory and Practice, Deposits, Loans / Advances, Foreign Exchange and Bank's routine and procedures, matters relevant to Banking Industry, Provisions regarding staff loans, Staff Welfare Schemes, service conditions of employees, disciplinary procedures, etc. This portion of the Written Test may be answered either in English or in Hindi, as per the choice of the candidate.

B. The details viz. minimum qualifying marks required to be secured in the Written Test and Interview and also in aggregate etc. are as under:-

Written Test /Interview And aggregate	Maximum Marks	Minimum Qualifying Marks Required (in percentage)
Written Test <u>(I) (a) Objective Portion:</u> 1. On Banking etc 2. Computer/CBS Knowledge 3. On English Grammar	70 15 15	In all these parts put together- 50%(for General) and 45% (for SC/ST)
Total Written Test Portion i.e I.(a)( 1+ 2 + 3) above	100	50% (for General) and 45% (for SC/ST)
<b>II-Interview:-</b>	25	30% for General candidates and 25% for SC /ST candidates
<b>III-Aggregate of Written Test &amp; Interview i.e.(I+II) above</b>	<b>125</b>	Part (I) and Part (II) put together 50% (for General) and 45% (for SC/ST)

C. The number of candidates to be called for Interview according to merit shall be 150% of the number of vacancies out of the candidates who secure equal to or above the minimum qualifying marks in the Written Test as stated in the above chart.

D. The final Merit List shall be prepared in respect of the candidates who secured equal to or above the minimum qualifying marks in aggregate of Written Test and Interview as stated above and the promotions will be effected from and out of this list up to number of vacancies.

**The reservation in respect of SC / ST / PwDB candidates will be as per the Government of India guidelines.**

**Candidates are advised to go through the policy for all the details with respect to Promotion and Provisions/Norms.**

**6. Candidates eligible for promotion and applying for in HRMS may submit posting preference up to 10 Regions and their posting shall be effected accordingly subject to availability of vacancies. However, all promotees in Officer cadre are liable to be posted to any Region/ Zone with in the country.**

AK      B

Subject to what is stated above, the following promotees shall have priority in posting to the same/Preferred Region/Zone Subject to availability of Resultant vacancies and administrative Constraints.

i. Employees with bench-mark disability and employee who is caregiver of dependent daughter/son/parents/spouse/brother/sister with specific disability as defined in the Rights of Person with Disability Act, 2016.

ii. Promotees whose left over 3 years or less to retirement. However, preference shall also be given to employees whose left over services 5 years after considering the preference of employees with 3 years left over service and less.

iii. Lady Promotees to join their spouse and/or family.

iv. Employees who joined in Ex- Serviceman category.

v. All other employees as per inter-se seniority.

7. Navigation & other modalities involved for making On-Line application are available in HRMS.

However, we draw your attention to the following points :-

i. Data as required in the application will be captured from the HRMS. Accordingly all staff members are advised to ensure that 'Complete, correct & accurate employee data' is updated in HRMS. The administrators (HRMS) shall be responsible for up-dation / cleansing of Data and ensure availability of complete and correct data of all employees under their jurisdiction in HRMS. Candidates should also verify their service record summary in HRMS prior to submission of On-Line application and report any discrepancies in Date of birth / category

(SC/ST/OBC) /physical disability/ qualification / date of joining/spouse details, etc in HRMS, to the concerned administrator for correction/update.

ii. The 'Link / Menu' for the application through HRMS will be 'Opened' on **22.11.2023** and the link will be deactivated on **27.11.2023** midnight.

iii. The Approvers will be able to approve the applications up to **28.11.2023**. Before validations of applications, the approver should scrutinize applications submitted properly by verifying the official records etc. in respect of disability/educational/professional qualifications, category (SC/ST/OBC), etc.

iv. Mere submission of application and participation in this process shall not entitle candidates to claim promotion. If it is found at any time that the details / information submitted by them is incorrect / false, the promotion of the concerned candidate will be annulled besides initiating appropriate action against the erring employee / officials.

v. All promotees to Officer Cadre in JMG Scale-I are liable to be posted anywhere in the country as per Bank's Norms /requirement / exigencies/ prevalent.

vi. ZO/RO/CSD should verify the eligibility criteria of candidates with respect to debarment chapter no.5, page no.16 of Promotion Policy for Clerk & Sub-ordinate Staff.

vii. Zonal Offices should act as Supervising/coordinating Agency and guide the Regions under their jurisdiction. CM/AGM in charge of HCM at respective Zonal offices will be coordinating officer for CO.

AK 8

- viii. All Offices including CSD are advised to bring the contents of this circular and its enclosures to the notice of all concerned staff working at ROs/ Branches and other offices under their jurisdiction, besides displaying a copy of this circular on the Staff Notice Board for information.
- xi. **Candidates eligible in terms of this notification shall submit their application, through 'HRMS from 22.11.2023 to and last date for approving of the application is 28.11.2023.**



**(POPPY SHARMA)**  
**GENERAL MANAGER**

