	बैंक ऑफ़ इंडिया प्रधान कार्यालय	मानव संसाधन विभाग पदोन्नति प्रभाग
परिपत्रक सं. 2025-26/039		
संदर्भ सं.: एचओ:एचआर:पीआरओएम: 141		दिनांक : 06.09.2025

**लिपिकीय संवर्ग से सामान्य बैंकिंग अधिकारी संवर्ग,
कनिष्ठ प्रबंधन ग्रेड वेतनमान-1 में पदोन्नति**

निदेशक मण्डल ने दिनांक 17.12.2024 को आयोजित बैठक में लिपिकीय संवर्ग से सामान्य बैंकिंग अधिकारी संवर्ग (जेएमजीएस-1) में पदोन्नति हेतु 983 रिक्तियों को अनुमोदित किया है। तदनुसार, अब सामान्य बैंकिंग अधिकारी संवर्ग, कनिष्ठ प्रबंधन ग्रेड वेतनमान -1 में पदोन्नति हेतु भारत में पात्र लिपिकीय स्टाफ सदस्यों से आवेदन आमंत्रित कर 983 रिक्तियों को भरने की प्रक्रिया शुरू करने का निर्णय लिया गया है। यह पदोन्नति, अन्य बातों के साथ-साथ, बैंक ऑफ़ इंडिया के प्रबंधन एवं फेडरेशन ऑफ बैंक ऑफ़ इंडिया स्टाफ यूनियन्स के बीच 15 नवम्बर, 2014 को हुए समझौते द्वारा शासित होगी।

2. हम नोटिस दिनांक **06.09.2025** संलग्न करते हैं। नोटिस की एक प्रति आपकी शाखा/कार्यालय के सूचना पट्ट पर तत्काल प्रदर्शित की जाए।

3. **पात्रता** : सामान्य बैंकिंग अधिकारी संवर्ग में पदोन्नति हेतु आवेदन करने वाले लिपिकीय स्टाफ सदस्यों की पात्रता का उल्लेख संलग्न नोटिस के खंड 01 में विस्तार से किया गया है। **सेवा की शर्तों के अनुसार पात्रता हेतु कट-ऑफ़ तारीख 30.09.2025 होगी तथा शैक्षणिक योग्यता की शर्तों के अनुसार पात्रता हेतु कट-ऑफ़ तारीख 10.09.2025 होगी।** अनुशासनिक कार्रवाई/मामले के कारण जिन उम्मीदवारों के पदोन्नति परिणाम लंबित रखे गए हैं, उन्हें वर्तमान प्रक्रिया में आवेदन करने की आवश्यकता नहीं है।

4. **आवेदन फॉर्म**: लिपिकीय स्टाफ सदस्य जो सामान्य बैंकिंग अधिकारी संवर्ग में पदोन्नति के लिए पात्र हैं और आवेदन करने के इच्छुक हैं, उन्हें एचआरएमएस, सेल्फ सर्विस मॉड्यूल के माध्यम से 'ऑनलाइन' आवेदन प्रस्तुत करना है। आवेदन **06.09.2025 से 10.09.2025** की अवधि के दौरान प्रस्तुत किए जाने हैं और इन्हें **06.09.2025 से 11.09.2025** की अवधि के दौरान संबंधित वेतन समूह के नियंत्रक प्राधिकारी द्वारा अनुमोदित किया जाएगा। **'ऑन-लाइन परीक्षा' दिनांक 12.10.2025 को आयोजित होगी।**

5. **आवेदन फॉर्म प्राधिकृत करना** : आंचलिक कार्यालय के अधिकारी आवेदन में शैक्षणिक योग्यता, सेवा संबंधी शर्त, जाति आदि के अनुरूप पात्रता का सत्यापन करेंगे। पात्रता और अंकों/आवेदक द्वारा प्रस्तुत ब्यौरों की यथार्थता का सत्यापन करने की प्राथमिक जिम्मेदारी आंचलिक प्राधिकारियों की होगी। यह बताने की आवश्यकता नहीं है कि आवेदन की जांच/उसका सत्यापन प्रधान कार्यालय में नहीं किया जाएगा। कृपया नोट करें कि यदि भविष्य में, यह पता चलता है कि आवेदनों को प्राधिकृत करने में या डाटा सूचित करने में कुछ गलतियां, कमियां, अनियमितताएं इत्यादि हुई हैं, तो उसकी पूरी जिम्मेदारी संबंधित आंचलिक प्राधिकारियों की होगी।



आवेदनों को प्राधिकृत करते समय, प्राधिकृत करने वाले अधिकारियों को निम्नलिखित बिन्दुओं को सत्यापित करने के संबंध में ध्यान देना चाहिए :

(क) अनुशासनिक मामलों से संबंधित ब्यौरे।

(ख) शैक्षणिक योग्यता संबंधी ब्यौरे।

(ग) जन्म-तिथि, सेवारंभ तिथि एवं लिपिकीय संवर्ग में पदोन्नति की तिथि (यदि कोई हो)।

(घ) पात्र सेवा (एनपीएनए पर अवकाश/विराम अवकाश/ईओएल/निलंबन अवधि यदि कोई हो, आदि को छोड़कर)। भूतपूर्व सैनिक एवं जिन व्यक्तियों ने पहले परूर सेंट्रल बैंक लि./ बैंक ऑफ कराड लि./ इंडस्ट्रियल इन्वेस्टमेंट बैंक ऑफ इंडिया (आईआईबीआई) में काम किया हो, उनके संबंध में पात्र सेवा।

(ङ) यह सत्यापित तथा निर्धारित करें कि आवेदक पदोन्नति प्रक्रिया में भाग लेने के लिए पूरी तरह से पात्र है और आवेदक द्वारा दावा किए गए अंक और उसके द्वारा दिए गए विवरण बैंक रिकॉर्ड के अनुसार हैं।

नोट : यदि किसी भी समय यह पता चलता है कि वह उम्मीदवार जिसने आरक्षित श्रेणी के तहत आवेदन किया है तथा वह उस श्रेणी का नहीं है अथवा उसके द्वारा प्रस्तुत जानकारी, विवरण, वास्तव में असत्य या झूठे हैं अथवा बैंक द्वारा या अन्यथा मांगा गया कोई विवरण उसके द्वारा छिपाया गया है, तो उसकी पदोन्नति पर विचार नहीं किया जाएगा और यदि पदोन्नति होती है तो उसे लिपिक संवर्ग में प्रत्यावर्तित कर दिया जाएगा। इससे, बैंक द्वारा ठीक समझे गए अन्य किसी ऐसी कार्रवाई करने संबंधी बैंक के अधिकार पर इसका कोई प्रतिकूल प्रभाव नहीं होगा।

6. परीक्षा हेतु कॉल लेटर:

आवेदन फॉर्म जमा करने पर, सिस्टम द्वारा उम्मीदवार का रोल नम्बर सृजित एवं प्रदर्शित किया जाएगा। उम्मीदवारों से अनुरोध है कि वे रोल नम्बर को नोट करें। ऑन-लाइन परीक्षा में उपस्थित होने के लिए ऑनलाइन परीक्षा होने के पहले आंचलिक कार्यालय के माध्यम से कॉल लेटर उपलब्ध कराया जाएगा।

7. पदोन्नति पूर्व प्रशिक्षण दिया जाना:

प्रधान कार्यालय, अध्ययन एवं विकास विभाग, आवेदन करने वाले उन सभी एससी / एसटी / ओबीसी एवं पीडब्ल्यूडी (दिव्यांगजन) उम्मीदवारों को जो पदोन्नति हेतु पात्र हैं 6 दिन का पदोन्नति पूर्व प्रशिक्षण प्रदान करने हेतु आवश्यक व्यवस्थाएं करेगा। **प्रशिक्षण दिनांक 15.09.2025 से अलग-अलग स्लॉट में निर्धारित है, जिसकी सूचना प्रधान कार्यालय, अध्ययन एवं विकास विभाग द्वारा अलग से दी जाएगी।**

8. अनुशासनिक कार्रवाई, यदि कोई हो:

कृपया जिन उम्मीदवारों के विरुद्ध अनुशासनिक कार्रवाई विचाराधीन है / आरंभ की गई / लंबित है/समाप्त हो गयी है, उनके लिए संलग्न नोटिस के संबंधित खंड/खंडों का संदर्भ लें। आवेदनों को प्राधिकृत करते समय आवेदन में दिए गए उचित स्थान पर ऐसे मामलों के बारे में विशेष उल्लेख किया जाना चाहिए। जिन उम्मीदवारों की पूर्ववर्ती पदोन्नति प्रक्रिया के परिणाम को उनके विरुद्ध लंबित अनुशासनिक मामले/मामलों के कारण आस्थगित रखा गया है, उन्हें पुनः आवेदन नहीं करना चाहिए। आवेदन में अनुशासनिक मामलों से संबंधित रिपोर्टिंग के अतिरिक्त, इसकी सूचना अलग से अंतर कार्यालय ज्ञापन द्वारा पदोन्नति प्रभाग, मानव संसाधन विभाग, प्रधान कार्यालय को प्रेषित की जाए। उसी प्रकार, कृपया नोट करें कि बीच की अवधि अर्थात् आवेदन में जानकारी प्रस्तुत करने से लेकर परिणाम घोषित होने तक, के दौरान किसी उम्मीदवार के विरुद्ध आरंभ किए गए मामले, यदि कोई हों, की जानकारी दी जाए।



9. संलग्न नोटिस के अनुरूप विभिन्न अंचलों को आबंटित किए जाने वाले चयनित उम्मीदवारों की संख्या अनंतिम है। संबंधित अंचलों में रिपोर्ट करने वाले डीआरओ की संख्या के आधार पर बैंक को तैनाती के आबंटन को संशोधित करने का अधिकार होगा।

10. बैंक ऑफ़ इंडिया (अधिकारी) सेवा विनियमन, 1979 के विनियम 25 के अनुसार, किसी अधिकारी को बैंक द्वारा रिहायसी आवास उपलब्ध करवाया जाना, अधिकारी के रूप में उसका हक नहीं है। बैंक वर्तमान योजना के तहत पदोन्नत अधिकारियों को रिहायसी आवास उपलब्ध करवाने का प्रयास करता है। तथापि, बैंक सभी पदोन्नत अधिकारियों को उनकी तैनाती के स्थान पर, तत्काल रिहायसी आवास उपलब्ध कराने की स्थिति में नहीं हो सकता है। अतः पदोन्नत अधिकारियों को, जब तक बैंक आवास मुहैया नहीं करवा देता है, तब तक रियायती आवास योजना के तहत ऐसी जगह पर अपने आवास की व्यवस्था करनी पड़ सकती है।

11. कृपया इस परिपत्र की विषय-वस्तु को प्रतिनियुक्ति, निलंबन/अवकाश इत्यादि पर गए स्टाफ सदस्यों सहित अपने नियंत्रणाधीन कार्यरत सभी लिपिकीय स्टाफ सदस्यों के संज्ञान में लाएं।



अंजलि भटनागर

(अंजली भटनागर)

महाप्रबंधक-मानव संसाधन (वैकल्पिक)

	BANK OF INDIA HEAD OFFICE	HUMAN RESOURCE DEPARTMENT PROMOTION DIVISION
Circular letter:2025-26/039		
Ref: HO:HR:PROM:141		Date : 06.09.2025

Promotion from Clerical Cadre to
General Banking Officers' Cadre
Junior Management Grade Scale-I

The Board of Directors in its meeting held on 17.12.2024 has approved 983 vacancies, for promotion from Clerical cadre to General Banking Officers cadre (JMGS-I). Accordingly, it has been decided to initiate promotion process for the 983 vacancies, by inviting applications from eligible clerical staff in India for promotion to General Banking Officer Cadre in Junior Management Grade Scale - I. The promotion will, inter alia be governed by the Settlement dated 15th November, 2014 arrived at between the Management of Bank of India and the Federation of Bank of India Staff Unions.

2. We enclose the Notice dated 06.09.2025. A copy of the Notice should be immediately displayed on the Staff Notice Board at your Branch / Office.

3. **ELIGIBILITY:** The eligibility of the Clerical Staff to apply for promotion to General Banking Officers' Cadre is stated in detail in Clause 01 of the enclosed Notice. **The cut-off date for eligibility in terms of service will be 30.09.2025 and the cut-off date for eligibility in terms of educational qualifications will be 10.09.2025.** The candidates whose promotion result is kept in abeyance due to disciplinary action/case are not required to apply in the current process.

4. **APPLICATION FORM:** The Clerical Staff, who are eligible and desire to apply for promotion to General Banking Officers' Cadre, are required to submit the application 'On Line' through HRMS, Self Service Module. The Applications are to be submitted during the period from **06.09.2025 to 10.09.2025** and same will be approved by the Controlling Authority of respective pay group during the period from **06.09.2025 to 11.09.2025**. The 'On-line Test' will be conducted on **12.10.2025**.

5. **AUTHORISATION OF APPLICATION FORMS:** The officials at Zonal Office shall verify the eligibility in terms of educational qualification, service criteria, caste etc. in the application. It would be the primary responsibility of the Zonal Authorities to verify the eligibility and also to verify the correctness of marks / particulars furnished by the applicants. **Needless to mention here that scrutiny/verification of application will not be done at Head Office. Please note that, if at a later date, it transpires that certain errors, lacunae, irregularities etc. have crept in, while authorizing the applications or advising the data, the onus of responsibility thereof will be with the concerned Zonal Authorities.**



While authorizing the applications the authorizing officials are advised to take a careful note to verify the following points:

- a. The details regarding disciplinary cases.
- b. Educational qualification details.
- c. Date of Birth, Date of Joining & date of promotion to clerical cadre (if any).
- d. Eligible Service (Excluding leave on NPNA / Sabbatical Leave / EOL / suspension period if any, etc.). The eligible service in case of Ex-serviceman and persons who were previously working in Parur Central Bank Ltd. / Bank of Karad Ltd. / Industrial Investment Bank of India (IIBI).
- e. **Verify and ascertain that the applicant is eligible in all respects for participating in the promotion process and the marks claimed by the applicant and the particulars furnished by him/her are as per Bank's record.**

NOTE: If at any time, it is revealed that a candidate, who has applied for promotion under reserved category, does not belong to that category, OR the information, particulars submitted are materially incorrect or false, OR any particulars called for by the Bank or otherwise are suppressed by him/her; he/she will not be considered for promotion and if promoted, would be reverted to clerical cadre. This is without prejudice to the Bank's right to take such other action as the bank may deem fit.

6. CALL LETTER FOR TEST:

Upon submission of application form, Roll No. of the candidate will be generated and displayed by the system. The candidates are requested to note the Roll No. The call letters for appearing in the On-line test will be made available to the candidates through Zonal Office before the date of On-line examination.

7. IMPARTING PRE PROMOTION TRAINING:

The Learning & Development Department, Head Office to make necessary arrangements for imparting pre-promotional training of six days to all SC / ST / OBC & PWD (Persons with disability) candidates, who have applied for promotion. **The training is scheduled from 15.09.2025 in different slots, which will be advised separately by Head Office, Learning & Development Department.**

8. DISCIPLINARY ACTION, IF ANY:

Please refer to relevant clause/s of the enclosed notice, for the candidates against whom disciplinary cases are contemplated / initiated / pending / concluded. While authorizing the applications specific mention must be made about such cases in the appropriate place provided in the application. The candidates, whose result is kept in abeyance due to disciplinary case/s pending against them in the earlier promotion processes, should not apply again. In addition to reporting in the application regarding disciplinary cases, the same should be reported to Promotion Divn., H.R. Dept. Head Office by separate IOM. Similarly, please note to inform cases initiated if any, against any candidate during intervening period i.e. from submission of information in application till declaration of results.




9. The number of selected candidates to be allocated to different Zones as mentioned in the enclosed Notice are tentative. Bank reserves its right to modify the allocation of posting depending on the number of DROs reporting to respective Zone.

10. In terms of Regulation 25 of Bank of India (Officers') Service Regulations 1979, no Officer shall be entitled as a right to provide with residential accommodation by the Bank. The Bank endeavors to provide residential accommodation to promoted officers as per the scheme prevailing. However, the Bank may not be in a position to provide residential accommodation to all the promoted officers immediately, at their place of posting. The promoted officers, therefore, may have to arrange for their accommodation at such places under the subsidized accommodation scheme, till the time Bank is in a position to provide accommodation.

11. Please bring the content of this Circular to the notice of all the Clerical Staff working under your control, including those who are on deputation, under suspension / leave etc.




(Anjali Bhatnagar)
General Manager- HR(Alternate)

**BANK OF INDIA
HEAD OFFICE
Star House, Bandra-Kurla Complex, Mumbai - 400 051**

NOTICE DATED – 06.09.2025

**Promotion from Clerical Cadre to General Banking Officers' Cadre
In Junior Management Grade Scale - I (JMGS – I)**

Applications are hereby invited from members of the Clerical Staff of Bank of India, possessing qualification-cum-service criteria as prescribed below for the posts of General Banking Officers in JMGS - I, through promotion. The promotion will interalia be governed by the provisions contained in the Settlement dated 15th November, 2014 arrived at between the Management and Federation of Bank of India Staff Union. Applications are to be submitted 'On Line' through HRMS self-service module, within the period from **06.09.2025 to 10.09.2025**.

1. ELIGIBILITY CRITERIA

The cut-off date for eligibility in terms of service will be 30.09.2025 and the cut-off date for eligibility in terms of educational qualification will be 10.09.2025. The eligibility norms for determining the qualification-cum-year of service for employee of Clerical Cadre for applying for promotion to General Banking Officer's Cadre shall be, as follows :-

- a) Graduate of a recognized University, provided the applicant has completed at least THREE YEARS of service in Clerical Cadre in the Bank;

OR

- b) A holder of Degree of MBA / MCA / MMS / PGDM of Government recognised University / deemed University, provided the applicant has completed at least TWO YEARS service in Clerical Cadre in the Bank.

OR

- c) A holder of professional qualification such as Chartered Accountant / Company Secretary / ICWA / CFA Degree of Government recognised Institutes, provided the applicant has completed at least ONE YEAR service in Clerical Cadre in the Bank.

OR

- d) Clerks not eligible to apply under (a), (b), (c) above may also apply, provided they have at least passed S.S.C. / Matriculation / 12th Std. Passed (10+2+3 pattern) or other equivalent examination of Government recognised Boards and have completed at least EIGHT YEARS service in Clerical Cadre in the Bank;

OR

- e) Clerks not eligible to apply under (a), (b), (c), (d) above may also apply, provided they have completed at least TEN YEARS service in Clerical Cadre in the Bank.



EXPLANATION

- i) Service shall mean the actual completed years of service as Full-Time permanent Clerk (includes probation period) in Bank of India only (as on 30.09.2025).
- ii) **The employees, who are on sabbatical leave, are not eligible to participate in the promotion process even if they are otherwise eligible.**
- iii) The period spent as sabbatical leave by an employee will not be treated / reckoned as active service for computation of completed years of service.
- iv) Graduate shall mean Graduate (Holder of Bachelor's Degree) of a Government recognized University / deemed University. The graduate from recognized university / deemed university which means:

“An individual who has been awarded the credentials by any university established under an Act of Legislature or such other institution recognized under Section 3 of the U.G.C Act 1956 after the said individual has undergone the curriculum of studies prescribed by that University or the institution and passed the prescribed examination.”
- v) Post Graduate Degree passed after obtaining Bachelor's Degree and also includes those who have obtained the Post Graduate degree directly without obtaining Bachelor's Degree under Open University System. Those who have passed LLB after passing Bachelor's degree will also be treated as double graduates;
- vi) Under MBA eligibility (para 1.b) the candidates who have passed equivalent Master / Post Graduation Management courses such as MMS, Post Graduate Diploma in Management (2 years full time duration) / MCA, recognized by UGC/AICTE (All India Council for Technical Education) as the case may be. It is further clarified that in case of MCA, the course duration should be full time three years and also the aforesaid courses in management, which have been pursued on Part time basis, requisite duration should be minimum 3 years.
- vii) **The relevant date for the purpose of determining the eligibility, qualifications is 10.09.2025 and total years of service is 30.09.2025.**
- viii) Ex-servicemen re-employed in the Bank in Clerical Cadre will, in addition to their services in the Bank, be given weightage for their service in the Armed Forces, as under:-
 - a) Service above 5 years but below 10 years - 1 year
 - b) Service of 10 years and above - 2 years

This weightage would be taken into consideration both while determining their eligibility (para 1 above) and also for marks for service (para 2 below). **However, this weightage will be available to them only after putting 3 years active service in the Bank as on 30.09.2025.**



An Ex-serviceman shall be allowed the above weightage for promotion, if he/she has not exercised the option in the matter of selection and assignment of duties of special allowance carrying posts for unspecified period. The Ex-serviceman who has earlier exercised the option either for promotion from sub-staff cadre to clerical cadre or for assignment of duties of Special allowance carrying posts for unspecified period, he will not be eligible for above relaxation.

2. **APPORTIONMENT OF MARKS FOR SERVICE, EDUCATIONAL QUALIFICATIONS, WRITTEN TEST / ONLINE TEST**

The maximum prescribed marks for the purpose of promotion shall be 100. The apportionment of marks for Service, Educational Qualifications, Written Test will be as follows :-

a) **Service (20 Marks) :**

Each completed year of service will carry one mark subject to a maximum of twenty marks (completed years of service as on 30.09.2025).

The services of clerical staff who were previously working in Bank of Karad Ltd. / Parur Central Bank Ltd. / Industrial Investment Bank of India (IIBI) will be reckoned as 1.5 years of completed service in that Bank equivalent to 1 year service in Bank of India.

b) **Educational Qualifications (15 Marks) :**

Educational Qualifications will carry a maximum of fifteen marks, the allocation of which will be as under:-

Sr. No.	Qualification	Marks
1.	Graduate	3
2.	JAIIB / CAIIB - Part I	5
3.	CAIIB (including marks for JAIIB/CAIIB Part -I)	10
4.	Chartered Accountant / ICWA / CFA/CS	10
5.	Post Graduate / Double Graduate / MBA ***	2

Thus, the maximum qualification marks allowed to an applicant will not exceed 15.

*****As clarified in EXPLANATION v) above**

c) **Written Test / Online Test (65 Marks) :**

- All eligible candidates shall be required to appear for the Written Test / Online Test. The duration of the Written Test / Online Test will be 130 minutes (2 Hours & 10 minutes). The Written Test / Online Test will be of Objective Type / Multiple Choice questions carrying a maximum of 65 marks and shall contain 130 questions relating to various areas of Banking / Banking Law & Practice. There will not be system of negative marking for wrong answers.



- ii) A candidate must secure minimum 22.00 marks out of 65 marks in Written Test / Online Test in order to qualify himself/herself to become eligible for ranking in the Merit List. However, in case of candidates belonging to SC/ST/PWD category, the minimum qualifying marks would be 18.75.

3. RESERVATIONS

The reservation for Scheduled Caste, Schedule Tribe and Person with Disabilities (PWDs) candidates for promotion to Officer's cadre shall be governed by the Government guidelines issued from time to time.

4. VACANCIES:

- a) For this promotion process **983** vacancies have been identified for promotion from Clerical cadre to General Banking Officers' cadre in Junior Management Grade Scale – I to be filled in, for Eligibility date 30.09.2025. However, the Management at its sole discretion, on the basis of response received from the candidates, have the right to have lesser number of promotions from clerical cadre to General Banking officers' cadre than the declared number of vacancies.
- b) For the purpose of exercising option for initial posting, the applicant may mention one administrative Zone of the Bank excepting Mumbai (South), Mumbai (North), Head Office and Navi Mumbai Zones which will be deemed to be a single Administrative Zone (**GEOGRAPHICAL**) as per **Annexure-A**.

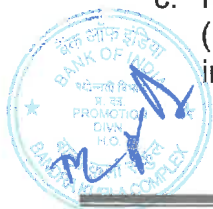
Vacancies in respect of SC, ST, PWD and Gen. Category will be as per Government guidelines in this regard.

While applying for promotion from Clerical to General Banking Officers' Cadre, the applicant will be given an option to select one zone as the preferred Zone for initial posting. **However, final posting of the selected candidates will be done on the basis of his/her rank in the merit list to the extent of vacancies available. If the candidate is not ranked sufficiently high in merit list to get the preferred zone, his/her posting will be anywhere in India.**

5. MERIT LIST

A Merit List of successful candidates will be prepared and the same shall be a combined common list comprising of candidates belonging to Scheduled Caste Category, Scheduled Tribe Category and General Category and shall be drawn in the following manner :-

- a. All candidates, who qualify in the Written Test / on-line test, shall be listed in the order of merit on the basis of the total number of marks obtained by them under the heads 'Service', 'Educational Qualifications' and 'Written Test / online test'.
- b. Where two or more candidates have obtained equal total number of marks, they shall be listed in accordance with their seniority as full-time permanent members in the Clerical Cadre in the Bank.
- c. Further, candidates with equal number of total marks as also equal seniority (as aforesaid) will be listed in accordance with their dates of birth, the senior in age will be listed above the junior in age.



- d) Vacancies in any Zone caused due to non-acceptance/refusal of promotion or resignation (or otherwise ceasing to be in service) of the candidates selected for promotion will be filled in from amongst the candidates from such waiting list in the order of merit.
- e) The said waiting list shall remain in force for a period of one year from the effective date of promotion or until the date of notice issued for the next promotion process, whichever is earlier and the candidates remaining on the waiting lists, who have not been offered promotion, will have to apply again for promotion in the next process.

8. INTIMATION OF MARKS TO CANDIDATES NOT SELECTED FOR PROMOTION

- (a) The Management will advise the candidates who are not selected for promotion, the total / aggregate marks obtained by them under the heads 'Service', 'Educational Qualifications', 'Written Test / on-line test'.
- (b) The candidates listed in the waiting list shall not be intimated the marks until such time the waiting list remains in force. The candidates from the waiting list, who have not been offered promotion, shall be intimated the marks on-line on expiry of the waiting list period.
- (c) No correspondence / queries / complaints in respect of the marks declared under (a) above will be entertained.

9. PROBATION PERIOD AND CONFIRMATION

- (a) A member of Clerical Staff on his promotion as a General Banking Officer will be on one year's probation, after expiry of which he will be considered for confirmation in the service of the Bank as an Officer subject to his work, conduct and attendance being found satisfactory. If his work, conduct or attendance is not found to be satisfactory during the probation period, the Management may, at its discretion, by an order in writing –
 - i) Extend his/her initial probation period of one year by such further period or periods as may be deemed necessary;
 - ii) Revert him/her during the probation period to the Clerical Cadre and on such reversion, he/she will be governed by the terms and conditions applicable to Clerical Cadre from time to time.

(b) LIEN

A clerk promoted as a General Banking Officer will be allowed to retain a lien as a clerk (without any special pay post) for a period of one year from the date of appointment in Officers' Cadre. The lien shall cease on the expiry of the period of one year from the date of promotion.

10. NON-ACCEPTANCE / REFUSAL OF PROMOTION (OR) REVERSION

A Clerk, who does not accept the offer of promotion or upon his acceptance of offer of promotion subsequently refuses promotion or does not report at the branch where he/ she is posted or who gets reverted at his request to Clerical Cadre after accepting promotion for the first time, shall not be considered eligible for applying for the next immediate occasion for promotion or for a period of ONE year, whichever is earlier.



The period of one year will be reckoned from the date of non-acceptance or refusal or reversion as the case may be.

Where an employee is reverted by the Bank and not at his request, he will be eligible to apply for promotion in the next promotion process.

11. PROVISION IN CASE OF DISCIPLINARY ACTION

(a) A member of Clerical Staff, who has been punished for Gross Misconduct under the provisions of Bipartite Settlements, shall be allowed to apply for promotion. However, the Management shall hold the promotion of such employee in abeyance as enumerated herein below under advice to him, provided he is qualified for promotion as per para 6 above :-

- i) for a period of ONE YEAR from the date of punishment where the punishment awarded is "Warning" or "Censure" or "Adverse Remark" entered in the service record;
- ii) for a period of TWO YEARS from the date of punishment where the punishment awarded is other than "Warning" or "Censure" or "Adverse Remark" entered in the service record.

NOTE : The promotion of such candidates, against whom the disciplinary action has been taken, would be released after completion of one year / two years, as the case may be.

(b) Further, in the case of an employee selected for promotion and against whom :

- I) disciplinary action has already been initiated for Gross Misconduct by way of issuing (i) Charge-Sheet or (ii) Notice asking him to show cause why appropriate punishment should not be awarded to him or (iii) Show Cause Notice stating the alleged misconduct and asking him to show cause why disciplinary action should not be taken against him;

OR

- II) steps have been taken by the Bank to prosecute him by lodging an F.I.R. for criminal offences and the Bank has communicated to that effect to the concerned employee;

OR

- III) the Disciplinary Authority, on consideration of the matter/case, has come to a decision to issue a Charge-Sheet to the employee for Gross Misconduct and the employee has been advised in writing about such contemplated disciplinary action for Gross Misconduct;

The Management, in above circumstances, shall keep in abeyance the promotion of such employee till the disciplinary proceedings / prosecution is over. The employee shall be informed accordingly about withholding of his promotion and shall not be allowed to take part in the subsequent promotion process till disciplinary proceedings/ prosecution is over.



- (c) Ultimately, if the employee is found not guilty and/or if he is not punished or if it is decided not to go in appeal against the acquittal and not to initiate disciplinary action for the same charges, the Management will promote such employee notionally from the date of his promotion which was kept in abeyance. However, the employee, so promoted notionally, would not be entitled for salary and other benefits as applicable to Officer's cadre for the period for which his promotion was kept in abeyance. However, the said period shall be counted for the purpose of reckoning his inter-se seniority only.
- (d) But if the employee is found guilty and punishment (other than Compulsory Retirement / Discharge / Dismissal) for Gross Misconduct is awarded, he shall be promoted after expiry of –
- (i) ONE YEAR from the date succeeding the date of punishment, where the punishment awarded is "Warning" or "Censure" or "Adverse Remark" entered in the service record;
- OR**
- (ii) TWO YEARS from the date succeeding the date of punishment, where the punishment awarded is other than "Warning" or "Censure" or "Adverse Remark" entered in the service record.

12. VISUALLY HANDICAPPED EMPLOYEES:

As per Government guidelines visually handicapped employees fulfilling the eligibility (Clause-1) are eligible to apply. If he / she comes out successful, the Bank may consider to post him / her to the specified Departments provided he / she is found fit to discharge duties for such posts in departments viz. Secretariat of Officers in Top Executive Grade in Head / Zonal Office – in Personnel / Law / Welfare Departments and Official Language Department. Accordingly, visually handicapped employees are allowed to appear for on-line test with the help of a scribe.

13. The deaf & dumb candidates are also allowed to appear in the promotion process.

NOTE : Promotion of Reserved Category (i.e. SC / ST / PWD) candidates will be subject to the caste / tribe / Medical certificates, being verified through proper channels and if the verification reveals that the claim for belonging to Scheduled Caste or Scheduled Tribe or PWD, as the case may be, is false, their services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.



Anjali Bhatnagar
(Anjali Bhatnagar)
General Manager- HR(Alternate)

Annexure - A

Zone-wise proposed allocation of vacancies for initial posting

Sr.	Zone	Vacancies	Sr.	Zone	Vacancies
1.	AGRA	10	36.	KEONJHAR	15
2.	AHMEDABAD	15	37.	KHANDWA	10
3.	AMRITSAR	20	38.	KOLHAPUR	25
4.	BARASAT	20	39.	KOLKATA	20
5.	BARDHAMAN	10	40.	LUCKNOW	20
6.	BARIPADA	10	41.	LUDHIANA	25
7.	BENGALURU	20	42.	MADURAI	5
8.	BHAGALPUR	25	43.	MUMBAI NORTH	35
9.	BHOPAL	15	44.	MUMBAI SOUTH	
10.	BHUBANESWAR	15	45.	NAVI MUMBAI	
11.	BOKARO	10	46.	HEAD OFFICE	
12.	CHANDIGARH	15	47.	MUZAFFARPUR	25
13.	CHENNAI	10	48.	NAGPUR	23
14.	COIMBATORE	-	49.	NASIK	30
15.	DEHRADUN	10	50.	NEW DELHI	15
16.	DELHI NCR	10	51.	PATNA	-
17.	DHANBAD	10	52.	PUNE	30
18.	DHAR	10	53.	RAIGAD	10
19.	ERNAKULAM	-	54.	RAIPUR	15
20.	GANDHINAGAR	15	55.	RAJKOT	20
21.	GAYA	10	56.	RANCHI	5
22.	GHAZIABAD	-	57.	RATNAGIRI	30
23.	GOA	10	58.	SAMBALPUR	10
24.	GORAKHPUR	10	59.	SILIGURI	15
25.	GUWAHATI	15	60.	SIWAN	10
26.	HARDOI	10	61.	SOLAPUR	30
27.	HAZARIBAGH	15	62.	SURAT	15
28.	HOWRAH	10	63.	TELANGANA	22
29.	HUBLI-DHARWAD	25	64.	THIRUVANANTHAPURAM	-
30.	INDORE	5	65.	UJJAIN	10
31.	JABALPUR	10	66.	VADODARA	15
32.	JAIPUR	10	67.	VARANASI	15
33.	JAMSHEDPUR	15	68.	VIDARBHA	25
34.	JODHPUR	15	69.	VIJAYAWADA	23
35.	KANPUR	15	70.	VISAKHAPATNAM	10
				Total	983

