

PERSONNEL MANAGEMENT SECTION HUMAN RESOURCES MANAGEMENT VERTICAL HUMAN RESOURCES & PUBLIC RELATIONS WING HEAD OFFICE: BENGALURU - 560 002	Internal Communication No. : ICOM/331/2025 Date : 22/09/2025 Index : Staff Sub Index : Others
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Sub: Promotion to MMG Scale-II, MMG Scale-III & SMG Scale-IV for the application as on 01.04.2026
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The Long Term Promotion Policy approved by the Board of Directors is furnished in Annexure to our Internal Communication No. 145/2023 dated 07.10.2023.

The subject promotion process is being initiated in terms of the above policy.

<p style="text-align: center;">SYNOPSIS</p> <p>I) ELIGIBILITY FOR PROMOTION TO MMG SCALE-II UNDER MERIT CHANNEL: All the officer Employees joined / promoted to the feeder cadre on or before 01.04.2023 & completing 3 years of qualifying service as on 01.04.2026 are eligible for promotion under Merit Channel, subject to fulfilling other conditions stipulated in the promotion policy.</p> <p>II) ELIGIBILITY FOR PROMOTION TO MMG SCALE-II UNDER NORMAL CHANNEL: All the officer Employees joined / promoted to JMG Scale-I on or before 01.04.2021 & completing 5 years of qualifying service as on 01.04.2026 are eligible for Promotion under Normal Channel, subject to fulfilling other conditions stipulated in the promotion policy.</p> <p>III) ELIGIBILITY FOR PROMOTION TO MMG SCALE-III UNDER MERIT CHANNEL: All the officer Employees joined / promoted to the feeder cadre on or before 01.04.2023 & completing 3 years of qualifying service as on 01.04.2026 are eligible for promotion under Merit Channel, subject to fulfilling other conditions stipulated in the promotion policy.</p> <p>IV) ELIGIBILITY FOR PROMOTION TO MMG SCALE-III UNDER NORMAL CHANNEL: All the officer Employees joined / promoted to MMG Scale-II on or before 01.04.2021 & completing 5 years of qualifying service as on 01.04.2026 are eligible for Promotion under Normal Channel, subject to fulfilling other conditions stipulated in the promotion policy.</p> <p>V) ELIGIBILITY FOR PROMOTION TO SMG SCALE-IV: All the officer Employees joined / promoted to MMG Scale-III on or before 01.04.2023 & completing 3 years of qualifying service as on 01.04.2026 are eligible for promotion, subject to fulfilling other conditions stipulated in the promotion policy. As regards to compliance of Rural / Semi-urban Branch Service, please refer respective clause enumerated in this Communication.</p> <p>VI) DATE OF ONLINE TEST: a) The online test for all the above promotion process is scheduled to be held on</p>
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23.11.2025 (Sunday), Afternoon Session.

- b) The Question paper shall be common for each scale for both Generalist and Specialist Officers i.e., on General Banking etc.

VII) SUBMISSION OF WILLINGNESS:

- a) The last date for submission of willingness is **30.09.2025**.
 b) The option once exercised is final & cannot be modified at a later date.
 c) **Before submitting the willingness, the Officers / Managers / Senior Managers are requested to go through the Promotion Policy and then submit their willingness in one of the Channel only i.e., either Normal Channel or Merit Channel depending upon their eligibility / Choice.**

Since the application date is as on 01.04.2026, Officers those who are due for retirement on or before 31.03.2026 are NOT ELIGIBLE to undergo the promotion process.

ELIGIBILITY ZONE:

The eligibility zone for the current application for promotion to MMG Scale-II, MMG Scale-III and SMG Scale-IV under Merit & Normal Channel are as follows :-

a) MERIT CHANNEL:

Eligibility Zone of Consideration
Officers promoted / recruited in JMG Scale-I on or before 01.04.2023
Managers promoted / recruited in MMG Scale-II on or before 01.04.2023
Senior Managers promoted / recruited in MMG Scale-III on or before 01.04.2023

b) NORMAL CHANNEL:

Eligibility Zone of Consideration
Officers promoted / recruited in JMG Scale-I on or before 01.04.2021
Managers promoted / recruited in MMG Scale-II on or before 01.04.2021

While computing the qualifying years of service for eligibility, the Sabbatical Leave Period / Period of Suspension which is treated as one not spent on duty, Entire Absence Without Leave (AWL), if AWL for more than 90 days in the feeder cadre shall be excluded.

Since the application date is as on 01.04.2026, Officers those who are due for retirement on or before 31.03.2026 are NOT ELIGIBLE to undergo the promotion process.

COMPLIANCE OF RURAL / SEMI-URBAN BRANCH SERVICE:

There is a mandatory requirement of 3 years of Rural / Semi-urban Branch Service for Generalist Officers promoted to MMG Scale-II / MMG Scale-III. The officers who have not completed the requisite rural / semi-urban branch service of 3 years shall be provisionally permitted to undergo the process of promotion to next higher scale i.e., MMG Scale-II or MMG Scale-III as the case may be. If they are promoted, their promotion shall be provisional and subject to their undergoing the requisite Rural / Semi-urban Branch Service of 3 years as post promotion condition.

Further, there is a mandatory requirement of 3 years of Rural / Semi-urban Branch Service for Generalist Officers, for promotion to SMG Scale-IV. The Officers who have not completed the requisite Rural / Semi-urban service shall not be permitted to undergo the process of promotion to SMG Scale-IV.

RELAXATION IN ELIGIBILITY SERVICE FOR CONTINUOUS RURAL BRANCH SERVICE RENDERED BY AN OFFICER EITHER IN JMG SCALE-I OR MMG SCALE-II OR BOTH:

FOR PROMOTION UNDER NORMAL CHANNEL:

In case of promotion to MMG Scale-II & MMG Scale-III under Normal Channel, the officer employees who have put in more than 2 years of continuous Rural Branch service in JMG Scale-I or MMG Scale-II are eligible for further relaxation of 6 months in the qualifying service for each additional completed year of Rural Branch service beyond two years as an officer employee, subject to a maximum of two years.

However, if the candidate has availed this concession on promotion to MMG Scale-II, then this relaxation is not applicable for subsequent promotions.

For the purpose of computation of additional completed years of Rural Branch Service, 365 days in rural branch as an Officer shall be treated as one completed year of service.

The continuous Rural Service means the service put in a Rural Branch continuously in one Rural branch or multiple Rural branches without any break. The rural service rendered in JMG Scale-I / MMG Scale-II shall be reckoned.

The Officers / Managers eligible for the relaxation as mentioned above shall claim the same while submitting the willingness duly furnishing the details of the rural branch service rendered by them.

The requests if any, subsequent to the submission of the willingness will not be entertained.

PROMOTION UNDER MERIT CHANNEL - APAR NORMS:

For Promotion to MMG Scale-II, MMG Scale-III & SMG Scale-IV under Merit Channel the candidate should have secured average of 75% marks of OPAS / APAR with minimum of 60% of marks for the each preceding 5 years / available years.

RIGOUR:

As regards the Rigour Policy, please be guided by latest Policy No. 7 / 2025 Dated 13.03.2025 issued by our IR Section, Head Office, Bengaluru and modified from time to time, if any.

VACANCIES:

The vacancies identified for promotion to MMG Scale-II, MMG Scale-III & SMG Scale-IV will be intimated separately and out of the total vacancies declared, vacancy for Normal Channel and Merit Channel shall be proportionately allocated basing on the number of eligible applications received under each channel.

WRITTEN / ONLINE TEST:

There will be a common test for each scale for both Generalist and Specialist Officers on General Banking, Circulars / Internal Communications, Policies, Banking Law and Practice etc.

The Written / Online test for all the promotion processes for both Generalist and Specialist Officers is scheduled to be conducted on **23.11.2025 (Sunday)** Afternoon Session.

In case of promotion to SMG Scale-IV there shall be a test of qualifying in nature on Computer literacy and Computer Knowledge covering the Basic aspects of computer, MS Office Word/Excel/Power point, Control aspects of CBS & Technology products etc. which will be held on **23.11.2025** immediately on completion of **General Banking Test** which carries weightage for the purpose of ranking as detailed in the promotion policy.

Further, in case an Officer employee is alleged to have resorted to unfair means / copying in the test based on the analytical report received from the Test administering agency, he / she shall be debarred from the promotion process for the current application, apart from initiating disciplinary action against him / her.

SUBMISSION OF WILLINGNESS LETTER:

All the eligible Officers / Managers / Senior Managers desirous of undergoing the promotion process are requested to submit their willingness through HRMS - under Self Service on or before **30.09.2025**.

Before submitting the willingness, the Officers / Managers / Senior Managers are requested to go through the Promotion Policy and then submit their willingness to one of the Channel only i.e., either Normal Channel or Merit Channel depending upon their eligibility / Choice.

The candidates in JMG Scale-I and MMG Scale-II, who are eligible to undergo the process of Promotion to MMG Scale-II & MMG Scale-III respectively under both the

channels i.e., Normal and Merit Channel, can exercise their option to only one Channel i.e., either Normal Channel or Merit Channel depending upon their Choice. **The willingness once submitted is final and subsequent requests for modification of the willingness submitted by them will not be entertained.**

The option for submitting the willingness in HRMS will be available till **30.09.2025** and thereafter the officer employees will not be allowed to submit their option. As such, all the eligible officer employees are hereby requested to ensure the submission of the willingness by **30.09.2025** without fail. **Further, all eligible Officers / Managers / Sr. Managers who have submitted willingness should ensure that their willingness in HRMS self-service is in submitted state and in case of any technical errors, candidates should take up with their concerned HRM sections immediately, before the last date for submission of willingness.** Any claims thereafter whatsoever such as not submitted, technical errors etc., shall not be entertained.

All the eligible candidates who submit the willingness letter to undergo the promotion process will be issued with the Call Letter by concerned HRM/SAS/HOSA Sections, indicating their Roll Number, Centre of the Test, Venue etc. In case the Call Letter is not received by the Branch / Office **on or before 21.11.2025**, the matter may be taken up with their respective HRM / SA Sections immediately.

AS THE EXAMINATION IS CONDUCTED ONLINE, THE CANDIDATES FOR WHOM THE ROLL NUMBERS IS NOT ALLOTTED CANNOT APPEAR FOR THE EXAMINATION. HENCE, THE OFFICER EMPLOYEES SHALL ENSURE THE RECEIPT OF CALL LETTERS AND ALLOTMENT OF ROLL NUMBERS.

The candidates will not be allowed to appear for the test without the call letters. Candidates are also required to bring their Identity Cards. In case of non-availability of the Identity Card, they should bring their latest Photograph duly attested by the Branch / Office in charge.

The candidates have to appear for the online test in the Centres allotted to their Circle. Request for change of Test Centre will not be entertained.

This Internal Communication is to be circulated among all the eligible Officers against their acknowledgement as per proforma furnished in Annexure-I.

If any eligible Officer is on leave / under suspension, the contents of this Internal Communication has to be intimated to them over Phone & Letter to their Leave address by courier & email, duly informing them about the need to submit the willingness letter through HRMS - Self Service by **30.09.2025** from any of the nearby branches / offices by going through the relevant Internal Communications displayed in the CANNET.

They may also be informed that it is the responsibility of the candidate to collect the Call Letters for the online test from the respective branches/offices.



All the candidates are requested to go through the promotion policy furnished in our above referred Internal Communication and get themselves acquainted with the provisions of the Promotion Policy and they cannot plead ignorance of the Provisions of their career progression.

MOBILITY:-

As per the policy in vogue all promotees are liable to be posted anywhere in India depending upon the availability of vacancies in Rural / Semi-urban Branches & administrative exigencies of the Bank.

PATTERN OF ROLL NUMBER GENERATION:

The pattern of Roll number Generated by the system, based on the willingness submitted by the officers, is provided in Annexure -II. Once the call letters are received by the officer employees, they are requested to ensure that the roll number is generated as per the willingness submitted by them and the Category to which they belong. If there is any discrepancy, the same shall be taken up with the respective HRM Section / Staff Administration Section / HOSA Section immediately, as the case may be.

Regarding the Minimum Qualifying Marks for Passing Test / Interview, Apportionment of Vacancies, Method of Selection, Reservation / Zone of Consideration to SC / ST Officers eligible to undergo the promotion process, etc., the candidates may refer to Long Term Promotion Policy circulated vide HO Internal Communication 145/2023, dated 07.10.2023, for details.

Also, the Policy No. 7/2025 dated 13.03.2025 (Rigour Policy for Officer Employees for Promotion) may be referred.

The Bank will follow the guidelines issued by the Department of Financial Services, Ministry of Finance, Government of India from time to time regarding concession and other benefits to be extended to Scheduled Caste / Scheduled Tribe Officers for Promotion from one scale to another.

OUR BEST WISHES TO ALL THE ELIGIBLE OFFICER EMPLOYEES.

**B P JATAV
CHIEF GENERAL MANAGER**

All Branches / Offices:

TO BE CIRCULATED AMONGST ALL THE ELIGIBLE OFFICERS

ANNEXURE - I

**PROFORMA OF THE LETTER TO BE CIRCULATED AMONGST ELIGIBLE OFFICER
EMPLOYEES FOR GETTING THEIR CONFIRMATION FOR HAVING GONE THROUGH THE
INTERNAL COMMUNICATION ON SUBJECT : PROMOTION TO MMG SCALE-II, MMG
SCALE-III & SMG SCALE-IV FOR THE APPLICATION AS ON 01.04.2026 DATED
22.09.2025**

The Manager / Senior Manager

CANARA BANK

(Name of the Branch / Office)

Dear Sir,

**Sub: Promotion to MMG Scale-II, MMG Scale-III & SMG Scale-IV for the application as on
01.04.2026**

I / We have gone through the Internal Communication on subject: Promotion to MMG Scale-II, MMG Scale-III & SMG Scale-IV for the application as on 01.04.2026 dated 22.09.2025 issued by Personnel Management Section, HRM Vertical, HR & PR Wing, Head Office, Bengaluru in connection with the subject promotion processes.

Yours faithfully,

SL NO	NAME (M/S)	STAFF NO	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			

SHOULD BE PRESERVED AT THE BRANCH / OFFICE.

**THIS IS ONLY AN ACKNOWLEDGEMENT FOR HAVING GONE THROUGH THE MEMO AND
THE WILLINGNESS SHALL BE SUBMITTED BY THE EMPLOYEES THROUGH HRMS ONLY**

ANNEXURE - II

PROMOTION TO MMG SCALE-II, MMG SCALE-III AND SMG SCALE-IV FOR THE APPLICATION AS ON 01.04.2026				
SCHEME OF GENERATING TEN DIGIT ROLL NUMBER				
FIRST 2 DIGITS	:	CENTRE CODE		
3 TO 8 DIGITS	:	RUNNING SERIAL NUMBER		
NINTH DIGIT	:	LEVEL AND CHANNEL CODES AS FOLLOWS		
		OPTED CHANNEL	I TO II	II TO III
		A) NORMAL CHANNEL	1	4
		B) MERIT CHANNEL	2	5
TENTH DIGIT	:	CATEGORY CODES AS UNDER		
		CATEGORY	CODE	
		SC	1	
		ST	3	
		GEN	5	