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HUMAN RESOURCES DIVISION, HEAD OFFICE
मानव संसाधन प्रभाग, प्रधान कार्यालय
PLOT NO. 4, SECTOR 10, DWARKA, NEW DELHI - 110075
प्लॉट नं 4, सेक्टर 10, द्वारका, नई दिल्ली - 110075

TO ALL OFFICES

14-10-2025

Submission of Online Applications	14.10.2025 to 21.10.2025
Last Date for Approval of Online Applications	23.10.2025
Date of Online Promotion Test	<u>07.12.2025</u> (Sunday)

HRMD CIRCULAR NO. 855/2025

SELECTION OF OFFICERS FOR PROMOTION TO MMG SCALE II & III, SMG SCALE IV & V - 15th SELECTION PROCESS FOR THE YEAR 2026-27

Promotion Policy for Officers for the year 2026-27 has been circulated vide HRMD Circular No. 854/2025 dated 14.10.2025.

Online applications are invited from Officers in JMG Scale-I, MMG Scale-II, MMG Scale-III & SMG Scale IV who fulfil the eligibility criteria in terms of the above referred Board approved Promotion Policy, as on 01.04.2026, for promotion to MMG Scale-II, MMG Scale-III, SMG Scale-IV & SMG Scale-V respectively under Normal/ Seniority Channel, Merit Fast Track Channel, Merit Channel, Merit-cum-Seniority Channel and Merit-cum-Test Channel, as the case may be. Filling up of vacancies shall be subject to availability of suitable candidates.

Candidates are requested to go through the detailed guidelines carefully and submit online application in HRMS if they fulfil the eligibility criteria.

The following additional information/ instructions should be kept in view: -

1. The mainstream candidates who are eligible to be considered for promotion to MMG Scale-II/ III have the option to apply for promotion under **any one** channel of their choice (i.e. Merit/ Fast Track Channel and Normal/ Seniority Channel) but not under both channels.
2. The mainstream candidates who are eligible to be considered for promotion to SMG Scale IV can apply for promotion under merit channel.

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3. For promotion from SMG Scale IV to V, eligible mainstream candidates shall have the option to apply for promotion under any one channel of their choice (i.e. Merit-Cum-Seniority Channel and Merit-Cum-Test Channel) but not under both channels. From among the eligible applications received under Merit-Cum-Seniority Channel, candidates shall be called for GD & Interview (as per their Seniority) as defined in Clause 9 (c) of Promotion Policy for Officers for FY 2026-27 and all the remaining candidates who have applied under Merit-Cum-Seniority Channel shall be considered under Merit-Cum-Test Channel.
4. In case number of eligible candidates available for approval for promotion under Merit-Cum-Seniority Channel is not sufficient as per the vacancies identified, the remaining vacancies shall be filled up by approving equal number of candidates from Meri-Cum-Test Channel to the extent of available panel.
5. The empanelled/waitlisted candidates in MMG Scale III and SMG Scale IV from the panel of 2025-26 for promotion to SMG Scale IV and V may also apply in the promotion process for 2026-27, if otherwise eligible. In case, such candidates from the panel of 2025-26 are approved for promotion, they will not be considered in promotion process for 2026-27.
6. Vacancies to be filled through promotion of Officers in Technical stream shall be displayed shortly on HRMS Notice Board. These vacancies shall be part of the total vacancies identified in various scales to be filled through internal promotions. Technical stream candidates shall be considered against the vacancies identified in their respective streams wherever their career progression is available in next higher scale.
7. For all technical stream candidates, who are eligible to be considered for promotion shall apply through Merit Channel. However an option to choose the stream in which they would like to opt for promotion i.e. respective Technical stream or Mainstream, shall also be provided, subject to completion of 05 years in Technical Stream as on 31.03.2026. For such candidates, their selection parameters shall be as per the Technical stream candidates. **Such candidates are advised to check their eligibility carefully under various parameters for the stream in which they wish to apply.** In case of any clarification, they may contact their Controlling Office before submission of application.
8. The Channel/ Stream selected while submitting application can be changed at Controlling Office level up to the last date of approval of application. Candidates should send request to their Controlling Office in this regard. However, Technical Officers who opt for change in stream, can make necessary changes by unfreezing their application in HRMS till the last date of submission of application. **No change will be allowed in any case after the last date of approval of application.**

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9. The Officers whose date of placement in existing scale **is on or before**, as given hereunder, are eligible to apply for promotion subject to fulfilment of other eligibility criteria prescribed in the Promotion Policy:-

Promotion Scales	Normal/Seniority Channel		Merit/Fast Track Channel	Merit Channel (incl. Merit-Cum-Test Channel & Merit-Cum-Seniority Channel)	Technical Streams Merit Channel
	With rural incentive	Without rural incentive			
I to II	01.04.2022*	01.04.2021	01.04.2023	NA	01.04.2023
II to III	01.10.2021**	01.04.2021	01.04.2023	NA	01.04.2023
III to IV	NA		NA	01.04.2023	NA
IV to V [§]	NA		NA	01.04.2023	01.04.2023

[§]subject to total length of service of 12 years in Officer Cadre

*Applicable only for those who have completed rural service for a minimum period of 4 years in JMG Scale-I. **In case of rural service for 3 years in JMG Scale-I, the cut-off date will be 01.10.2021.**

**Applicable only for those who have completed rural service for a minimum period of 4 years in MMG Scale-II and have not availed the benefit of rural incentive at the time of promotion from JMG Scale-I to MMG Scale-II.

It is to be noted that:-

- **Officers shall be eligible to apply for promotion only if they are confirmed in Bank's service after completion of the probation period and have qualified the confirmation test (wherever applicable).**
 - **For promotion to SMG Scale IV & V, number of candidates to be called for Interview/ Group Discussion, shall be decided as per guidelines prescribed under Clause 09 of the extant Promotion Policy circulated vide HRMD Circular No.854/2025 dated 14.10.2025.**
10. Average of APARs for **03 years (in Officer Cadre only)** excluding the immediately preceding year for which promotion is being conducted i.e **2022-23, 2023-24 and 2024-25** are to be considered in the current selection process. In respect of the candidates who **remained in Officer cadre for less than 03 years**, the APARs for such number of years shall be considered for which the Officer has remained in Officer cadre.

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11. Further the APAR marks, if any awarded, for working in a particular year for less than **90 days** shall not be considered. In such cases the APAR marks of earlier year(s)/ rest of the years shall be considered. In case '**No Report Certificate**' is held on record for any relevant year, the marks of the earlier year(s)/ rest of the years shall be taken into consideration.

Average 60% marks in APAR for the eligible years of service (three years) will be mandatory to become eligible for promotion.

12. Eligibility of the candidates is to be reckoned as on **01.04.2026**. Job responsibility/ Branch Experience marks, as the case may be, in respect of mainstream candidates are to be calculated considering the period of **last 06 years** i.e. **01.04.2020 to 31.03.2026** for promotion from JMG Scale-I to MMG Scale-II, MMG Scale-II to MMG Scale-III, MMG Scale-III to SMG Scale-IV and SMG Scale-IV to SMG Scale-V.

As the promotion process is for the year 2026-27, candidates who are due for superannuation up to 31.03.2026 are not eligible to apply.

All Circle Heads/ Zonal Managers are requested to seek prior permission from HRD HO, irrespective of vested powers, for transfer of candidates applying for promotion, whose eligibility/ branch experience or Incumbency experience may be affected (as on 01.04.2026).

13. **Job responsibility/ Branch Experience marks** to mainstream Officers for promotion up to SMG Scale V shall be allowed for each completed year and in fraction (up to 02 decimal places) for each completed month of service in a branch during last 06 years as under:

Scale of Promotion	Responsibility level	Marks per completed year	Max Marks
JMG Scale I to MMG Scale II & MMG Scale II to Scale III	Branch Incumbent	2.5	10
	Officers other than Branch Incumbent working at rural branch	2	
	Officers other than Branch Incumbent working at non-rural branch	1.5	
MMG Scale III to SMG Scale IV & SMG Scale IV to Scale V	Branch Incumbent	2	05
	Officers other than Branch Incumbent working in branches	1	

14. An Officer (non-domicile) who has worked in the **North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura)**,

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Kashmir Valley (Anantnag, Baramulla, Budgam, Kupwara, Pulwama, Srinagar, Kulgam, Shopian, Ganderbal & Bandipura Districts) and Union Territory of Ladakh during the period of last 06 years, the weightage of marks shall be 1.5 times the actual branch experience marks (hereafter called 'Special Area Marks') in each category (as mentioned at Point 13 above), subject to maximum marks as specified in the Policy.

Clarification: Officers who are domicile of one state of Northeastern States but are posted in another states of the Northeastern State, shall not be eligible for Special Area Marks. Similarly, Officers posted in one of the aforesaid districts of Kashmir Valley and are domicile of another abovementioned district of Kashmir Valley, shall not be eligible for Special Area Marks. However, an Officer, who is domicile of Kashmir Valley but remained posted in Northeastern States or Union Territory of Ladakh and reciprocally, shall be eligible for Special Area Marks.

15. **For Officers who are availing benefit of Special Area Marks:** Domicile State and Location shall be displayed in Promotion application, as per record available in HRMS. However, in case of any change in Domicile details, a functionality has been provided in the application itself to update Domicile State and District details and submit requisite Domicile Certificate. The Domicile certificate to be submitted should be in PDF format (upto 2MB) only. In case, the candidate, who wishes to change Domicile details but does not have Domicile Certificate readily available, shall be allowed to submit the Promotion application provisionally. **The concerned Officer will have to submit the Domicile Certificate to respective Controlling Office before last date of approval of application.** In case of non-submission of the Domicile Certificate within stipulated time, the Officer shall not be eligible for granting Special Area Marks and the respective Branch Experience marks shall be calculated as detailed in Point 12. above. **Please note that the change in Domicile details as explained above shall only be applicable for this Promotion Process. Officers who wish to get their Domicile details updated in HRMS shall take up the matter separately with respective authority.**

16. **Calculation of Branch Experience Marks, Additional Branch Experience Marks (for remaining days) and Special Area Marks is as under:**

- a) **Calculation of Branch Experience Marks:** An Officer (other than Branch Incumbent) in JMG Scale I with 02 years of experience in a rural branch and 01 year of experience in non-rural branch will be eligible for awarding 5.5 marks (2 years*2 marks + 1 year*1.5 marks) out of 10.
- b) **Calculation of Branch Experience Marks alongwith Special Area Marks:** If an Officer (other than Branch Incumbent) in MMG Scale II with 03 years 06 months of experience in a rural branch has worked in North Eastern State for 02 years (out of total 3.5 years), he will be eligible for awarding 9 marks (2 years*2 marks*1.5 times + 1.5 years*2 marks) out of 10.

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An example to illustrate calculation of Branch Experience Marks and Special Area Marks is given below:

Period from	Period to	Years	Months	Days	Branch Status	Special Area (Kashmir Valley/UT of Ladakh/Northeast)	Worked as Non-Incumbent	Worked as Incumbent	Marks
01-Apr-20	20-Mar-21	0	11	20	Urban	-	Yes	-	1.38
19-Apr-2021	01-Jan-2024	2	8	14	Urban	Yes	Yes	-	6.00
02-Jan-2024	15-Sept-2025	1	8	14	Semi Urban	Yes	-	Yes	6.25

- c) **Calculation of Additional Branch Experience marks for remaining days:** In the above illustration a certain number of days of Branch Experience are not accounted for Branch Experience marks calculation. In all such cases, number of remaining days of Branch Experience {whether worked as Branch Incumbent or Non-Incumbent in rural or non-rural area or Special Area (i.e Kashmir Valley/UT of Ladakh/Northeast)} shall be added and awarded marks in proportion of respective Branch category marks for each completed month. The calculation of additional marks for remaining days in the above mentioned case is as under:

Br Exp Type	Total Remaining Days	Proportionate Period of 01 month	Marks per completed year of service	Additional Marks to be allotted
A	B	C = (B/Total of B)*30	D	E = (D/365)*C
Rural Non-Incumbent	0	0.00	2	0.0000
Non-Rural Non-Incumbent	20	12.50	1.5	0.0514
Incumbent	0	0.00	2.5	0.0000
Special Area Rural Non-Incumbent	0	0.00	3	0.0000
Special Area Non-Rural Non-Incumbent	14	8.75	2.25	0.0539
Special Area Incumbent	14	8.75	3.75	0.0899
Total	48	30.00	15	0.1952

- Actual served days are 48. However, proportionate marks calculated on complete month (01 month in this case). Accordingly, if remaining days are >60 and <90 then proportionate marks will be calculated for 02 months.

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The same pattern of calculation for awarding additional marks for remaining days of service will be followed in case of Scale III & IV.

Marks will be awarded based on whichever is beneficial in Job Responsibility for a candidate. For e.g. an Officer is Branch Incumbent and posted in a rural area, he/she will be awarded marks for Branch Incumbency.

The above marks shall be calculated as on 01/04/2026. **The offices eligible for Job Responsibility/ Branch Experience Marks** are any branch of PNB or the amalgamated Banks or any of its subsidiary located within or outside India, undertaking the job of normal banking and having customer interface, CACs/ GBVs, IBBs, Swift Centre, ZRMCs, Circle/ Zonal Verticals (RAMs/ iRAMs/ MCCs and Recovery/Sastra verticals), RCCs/CDPCs, Back Offices including Depository Back Office, CBOTF (Trade Finance Centre) and back offices of International branches, International Service Branch, MICR centres, HUBs (Account opening HUBs / RAPCs etc.), CASA Back Office, TAB Banking, CKYC, Clearing Houses, ARCs/ ARMBs, Currency Chest Back Office, Link Cell Nagpur, Centralised Pension Processing Centres (CPPCs), CLPC, SAMV (Branch), ARMB, CRC and SAMB.

Period of suspension (treated as 'not on duty'), period spent on loss of pay, sabbatical leave, period on deputation and temporary posting shall be excluded while considering the length of service for job responsibility/ branch experience.

In terms of **Clause 8(E.d)** of Promotion Policy for Officers, *Branch Experience/ Branch Incumbent Experience of all officers who joined in technical stream, for the purpose of eligibility as well as awarding marks, will be considered from the date of conversion to mainstream banking. However, for Agriculture and Credit (incl. Chartered Accountant/ Financial Analyst/ Cost Analyst/ Industry Officer) stream officers, such experience even before their conversion to mainstream will be considered for the purpose of eligibility and awarding marks, wherever applicable.*

17. **Marks for qualification** shall be awarded to **Mainstream Officers** for promotion up to **SMG Scale-IV** and **Technical Officers** for promotion up to **SMG Scale-V** (as per **Clause 8(I)** of Promotion Policy for Officers) **acquired up to the last date of receipt of application and entered in HRMS.**

Qualifications mentioned in Part I of Clause 8(I), once acquired, will be awarded marks in each scale of promotion, while Certificate/ Professional Courses mentioned in Part II will be awarded marks only if acquired in **the same scale of promotion only.** However, for next promotion process i.e. for FY 2027-28, qualifications mentioned in Part I shall also be considered for awarding marks, only if acquired in the same scale of promotion. The maximum marks shall be restricted to 05.

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18. **Mandatory Training Program** has been introduced for Officers in JMG Scale I to IV appearing in promotion to higher scale. Every year successful completion of 8 mandatory training programs on the PNB UNIV will be mandatory to become eligible to participate in the promotion process. **The candidates who have not completed the mandatory training programs shall not be allowed to apply for Promotion until completion of mandatory training programs on PNB UNIV before the last date of submission of promotion application.**
19. **Candidates who have been imposed upon any penalty (including major) shall also be eligible to apply for promotion. However, their eligibility shall be subject to the outcome of their appeals/ review, if any, up to 31.03.2026.**
20. Candidature of all applicants applying for promotion is provisional subject to DAC/ Vigilance Clearance.
21. Link for online submission of promotion applications shall remain open in HRMS from **14.10.2025** and shall be available till **21.10.2025**.
- URL to access HRMS is:
- In Bank Network** – <https://hrms.pnb.bank.in:5005>
In outside internet – <https://www.hrms.pnb.bank.in>
- The navigation to apply for promotion is “**Self Service >> Promotion >> Officer Promotion >> Apply Online Appl Officer**”. On successful submission of promotion application, HRMS will generate an **Acknowledgement Number** which should be quoted in all future communications. Officers working at deputed locations are expected to get their HRMS User ID and Password activated well in time so that they may submit online applications within the stipulated date.
22. Candidates, while submitting the promotion applications should ensure that: -
- a) Their category (including differently abled category, if applicable), stream, date of placement in present scale, qualification, experience as Branch Head, Branch Experience etc. is correctly recorded in HRMS.
- b) Status of ‘Children with Special Needs’ if any, has been duly submitted and approved by Controlling Office in HRMS. The cases of only those candidates shall be considered at the time of allocation on promotion, as per Government guidelines, whose status of ‘Children with Special Needs’ in HRMS is duly “**Approved**” by concerned Controlling Office in terms of **HRMD Circular No. 302 dated 29.03.2016.**

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- c) Job responsibility/ Branch Experience marks for service (up to 31.03.2026) and Qualification marks calculated by the system at the time of submission of promotion application are correct.
- d) **Mobile number and Email ID are correctly entered in HRMS and wherever any modification is required, the same should be edited in the promotion application itself.**
23. Applications received are to be approved and additional details are to be entered by Controlling Offices/ HO Divisions through **Manager Self Service** by **23.10.2025**. The application of Technical Officers can only be approved after last date of submission of application. The category, stream, designation, marks for qualification, marks for job responsibility / branch experience, scribe requirement, compensatory time requirement, children with special needs, spouse details and other details with regard to APAR marks, Rural/Semi-urban tenure completion, etc. in terms of extant Promotion Policy should be carefully checked at the time of approval of applications which shall be considered while finalizing the result. **Any error/discrepancy in the same may attract staff accountability.** Guidelines for approval of applications shall be shared shortly.

Approval status of the application submitted by the candidate and also the additional details entered by Controlling Office/ HO Division shall be visible to the candidate.

Candidates are expected to check the same and inform the discrepancy, if any, to the approving authority latest by 23.10.2025. It should be noted that no correspondence shall be entertained in respect of any discrepancy in the status reported subsequent to the stipulated date.

24. Visually impaired candidates appearing for online test for promotion will be allowed to use a scribe who should not be a banker and should be able to read/ write English/ Hindi. Alternatively, they may opt to view the contents of the test in magnified font. These candidates will be given compensatory time of 20 minutes for every hour of the examination, as per rules of IBPS Mumbai.

Facility of scribe and compensatory time of 20 minutes per hour shall also be permitted for the **candidates with locomotor disability and cerebral palsy where dominant (writing) hand is extremely affected** to the extent of slowing down the performance of function (**minimum of 40% impairment**).

All the eligible candidates who wish to use the services of a scribe or compensatory time in the online test **are advised to submit request in this regard in their 'Promotion Application Form'**. Only eligible candidates registered for scribe and/ or compensatory time will be allowed for the same at the test venue. **Controlling Offices**

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are advised to check and approve the request of scribe and/or compensatory time in case of eligible candidates with 40% or more disability only.

During the online test, at any stage, if it is found that scribe is independently answering / solving the questions himself/herself, such cases shall be reported by VBOs immediately and mentioned in the Examination Report as well. The Bank may take suitable action as deem fit as per extant guidelines in such cases.

As enumerated in HRMD Circular No. 653/2022 dated 20.09.2022, 'no bank employee is allowed to appear as a scribe in promotion examination conducted by the banks, as per IBPS rules'.

25. In case of any difficulty in online submission of application or approval of applications at Controlling Office level, all concerned are requested to contact their Controlling Office or at the following numbers of Human Resources Division, HO: New Delhi:-

Selection Cell	<u>FOR PROMOTION TO SCALE II & III:</u> Landline 011-28044783 Adiba Alam: <u>7251810002</u> Chandra Bhanu : <u>9650050954</u> Ashima Rastogi: <u>8810090656</u> Email id: hrdselection@pnb.bank.in
	<u>FOR PROMOTION TO SCALE IV, V & VI:</u> Nishant Saurabh: <u>9441780860</u> Nishant Singh: <u>8802391354</u> Email id: hrd_smr@pnb.bank.in
HRMS Cell	Dinesh: <u>9910652353</u> Email id: pnbparivar@pnb.bank.in

26. Admit Cards for the online test shall be issued through HRMS only. Therefore, it should be ensured by all applicants that their latest photograph is uploaded in HRMS. **In case no photograph is uploaded in respect of any applicant, the system will not allow to print his/ her admit card for the online test.** Information Handout for the candidates for online test will be displayed separately on HRMS notice board.

We wish all the aspirants a bright career ahead.

**CHIEF GENERAL MANAGER
(SUMESH KUMAR)**