



बैंक ऑफ बड़ौदा Bank of Baroda



HO:BR:117: 239

21st October 2025

CIRCULAR TO ALL BRANCHES/ OFFICES IN INDIA

Issued By:
HRM Department, HO, Baroda

Madam / Dear Sir,

Re: **Exercise for Promotion from Clerical to Officers' cadre in Junior Management Grade/ Scale-I: 2026-27.**

We are pleased to inform that it has been decided to initiate the Exercise for Promotion from Clerical to Officers' cadre in Junior Management Grade/ Scale-I: 2026-27 in terms of "Settlement on Policy for Promotion from Clerical to Officer's cadre in India – 2025" dated 10.10.2025.

In this regard, we advise the following for information and necessary action from all concerned:-

1. Important dates:

Number of Vacancies	Shall be informed in due course
Start date of submission of online applications	21 st October 2025
Last date of submission of online applications	27 th October 2025
Cut-off date of eligibility	01 st April 2026
Last date of Verification by Regional HR	28 th October 2025
Date of Online Test	22 nd November 2025

- The detailed eligibility criteria for captioned Promotion Exercise are mentioned in the Notice enclosed as **Annexure-I**. All willing and eligible employees posted in Branches/ Offices are required to **submit the online application** for Promotion by using Employee Self Service in HR Connect.
- The guideline for submitting online application is enclosed as per Annexure-II**. An ONLINE Application Number will be generated by the system after submission of online application in HR Connect. Branches / Offices/ Employees may contact their respective Regional HRM functionary for any assistance in this regard.
- The Regional HRM Functionaries should verify the eligibility of all applicants in HR Connect through "Workforce Administrator – Promotions" link latest by 28th October 2025. Fields pertaining to "Educational Qualification" and "Disciplinary Actions" should be updated in HR Connect at Regional Level. The eligibility of the candidates should be duly verified, and status be updated in HR Connect by the Regional HRM Functionary.

Regional Offices shall also ensure that details of all the applicants (eligible as well as ineligible) are updated in HR Connect including following:

- Qualification with percentage of marks
- Ex-Serviceman details and option availed
- Promotion refusal/ reversion in the past
- D.A. Cases



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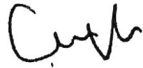


- Caste Category Details
 - PWD Details
 - Details of Loss of Pay, Unauthorized absence and Sabbatical leave.
5. Our Baroda Academies will conduct pre-promotion training for all eligible SC/ST/OBC/PWD candidates, schedule of which shall be informed in due course. Branches/ Offices are advised to relieve the candidates for such training as and when they receive intimation from the respective Baroda Academies.
6. As regard to staff members who are on leave/ training/ deputation outside bank/ unauthorized absence/ under suspension, they are to be suitably informed through a letter by Registered Post / Speed Post or by hand delivery at the addresses given by them / recorded with the Bank and through email also, provided they are eligible to apply for Promotion to Officers' cadre. Acknowledgement received from such staff members/ proof of "Good Service" should be carefully preserved. These staff members should also be advised to apply Online through HR Connect. Since HR Connect – Employee Self Service is available on Internet now, eligible employees may submit their applications at their end. Employees who are under suspension be allowed to log into the system to submit their application online.
7. All the provisions of 'Settlement on Promotion from Clerical to Officers' cadre in India -2025' dated 10.10.2025 shall be applicable for this Promotion Exercise.
8. The candidates who shall be promoted to Officers' cadre in Junior Management Grade/Scale-I are liable for transfer to any Office/ Branch of the Bank or to any place in India in terms of the Clause 12 of the settlement dated 10.10.2025 and as per Regulation 17 and Regulation 47 of BOBOSR, 1979.

For any clarification in this regard, you may contact HRM Dept., Head Office, Baroda at email address rp.ho@bankofbaroda.com.

We request you to exhibit the circular and the enclosed Notice / Annexures on the Notice Board of your Branch/ Office immediately for information of staff members.

Yours faithfully,


(C M Tripathy)
General Manager (HRM)

Encl.: As above





ANNEXURE I

ENCLOSURE TO CIRCULAR NO. HO:BR:117:239 dated 21st October 2025

NOTICE

Re : Exercise for Promotion from Clerical to Officers' cadre in Junior Management Grade/ Scale – I : 2026-27.

Applications are invited from Clerical staff members in Bank's service who are eligible to participate in the Exercise for Promotion to Officers' cadre in JMG/S-I: 2026-27, in terms of the Settlement on Policy for Promotion from Clerical to Officers' cadre in India dated 10th October 2025. Those who fulfil the eligibility criteria as given herein below as on **01st April, 2026**, subject to other terms and conditions in the said Settlement on Policy for Promotion, shall be eligible to apply.

All applications should be submitted ONLINE using HR Connect module

1. **NUMBER OF VACANCIES:** Shall be informed in due course

2. **SENIORITY CHANNEL**

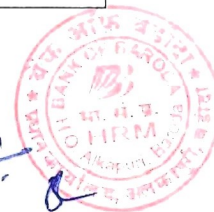
- Eligibility Criteria: Age Limit - Maximum 55 years as on the cut off date
- Minimum Active Service in Clerical cadre : 12 years as on cut-off date.

3. **ALL INDIA CHANNEL:-**

Eligibility Criteria: Age Limit - Maximum 55 years as on the cut off date

SI	Qualification	Minimum active service
A.	Chartered Accountants (CAs) OR Cost and Works Accountant (CWAs) OR Company Secretaries OR Ph.D/ D.Lit in subjects related to Banking in the Disciplines of Agriculture, Commerce, Economics, Law and Management from a recognized University.	Confirmed employees with a minimum of 1 year of active service in Clerical cadre
B.	Post-Graduate/ Graduate from a recognized University or from an Institute recognized by the Central Government OR Non-graduates (as on the date of Settlement) with CAIIB/ CAIB (London) – both parts	Confirmed employees with a minimum of 3 years of active service in Clerical cadre
C.	Non-graduate with JAIIB/ CAIIB (Part I)/ CAIB (London) Part I (who are in the clerical cadre as on the date of Settlement)	Confirmed employees with a minimum of 4 years of active service in the Clerical cadre
D.	Non-graduates (who are in the clerical cadre as on the date of Settlement)	Confirmed employees with a minimum of 7 years of active service in the Clerical cadre

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Note:-

- For the purpose of Post-Graduation, in terms of this Settlement, a candidate must have completed Graduation before appearing for Post-Graduation.
- Non-Graduation shall mean SSC/ Matriculation pass from an Examination Board of State or Central Government and above but not Graduation.
- Equivalent examination shall not be considered. However, candidates who have passed an examination equivalent to SSC/ Matriculation and have been promoted to clerical cadre from subordinate cadre on the basis of said qualifications shall be considered eligible for participating in the promotion exercise provided they are otherwise eligible under this Settlement.
- 'Active Service' for this purpose shall have the same meaning as defined in the "Settlement on Policy for Promotion from Clerical to Officers' cadre In India – 2025" dated 10.10.2025 and the illustrations given.
- Employee will not be eligible to participate in promotion exercise during the period of sabbatical leave.

All eligible candidates shall have to appear for an Online Test comprising of all objective type questions. The subjects that would be covered for the Online Test for Promotion to Officers' cadre under Seniority and All India Channel and weightages accorded would be as under:-

Subject	Maximum Marks		Min. Qualifying Marks	
	All India	Seniority	All India	Seniority
Bank's Internal Products/ Guidelines, Banking Operations	40	30	20	12
Digital Banking, Banking Technology	20	20	8	8
TOTAL	60	50	28	20

All eligible employees are required to submit their application ONLINE using the HR Connect, as per guidelines provided in the circular, clearly exercising their option either for Seniority Channel or All India Channel and such option once exercised shall be irrevocable for this exercise.

RE-EMPLOYED CLERKS:-

For reckoning length of service in respect of employees of erstwhile amalgamated/ merged banks with Bank of Baroda, the weightage for their past service shall be given in terms of respective settlements governing their service conditions on merger/ amalgamation which is reproduced as under :-

Name of the Amalgamated/ Merged Bank	Weightage for regular full time past service
Erstwhile Traders Bank Ltd.	1.5:1 (One Year for every One and half years of service in ETBL)
Erstwhile Bareilly Corporation Bank Ltd.	1.5:1 (One Year for every One and half years of service in EBCBL)
Erstwhile Benaras State Bank Ltd.	2:1 (One Year for every two years of service in EBSBL)
Erstwhile South Gujarat Local Cooperative Bank Ltd.	3:1 (One Year for every three years of service in ESGLCBL)
Erstwhile Dena Bank (EDB)	1:1 (One Year for every One year of service in EDB)
Erstwhile Vijaya Bank (EVB)	1:1 (One Year for every One year of service in EVB)

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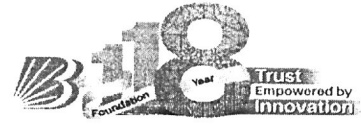
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There shall be no weightage for past service to employees of Erstwhile Memon Co-operative Bank Ltd. as they are recruited afresh in Bank of Baroda.

Please note that at any point of time if it comes to our notice that the candidate is not eligible to participate in the said exercise in terms of the "Settlement on Promotion from Clerical to Officers cadre in India – 2025" dated 10th October 2025, his/ her candidature shall be cancelled.

Weightage of Defence Service to the Ex-servicemen Employees.

In terms of Govt. Guidelines and the Settlement on Policy for Promotion dated 10.10.2025, Ex-servicemen employees will be allowed weightage for the period of service rendered by them in armed forces at the rate of 5:1 i.e. for every completed 5 years of service in Defence Forces, they will be given weightage of one year, subject to a maximum of 2 years weightage after they have rendered 3 years actual service in the Bank after re-employment. The Govt. Guidelines further state that the Ex-servicemen may be allowed to opt for availing of this benefit either for appointment against the special pay carrying posts within the Sub staff/ Clerical cadres or for Promotion from Sub staff to Clerical cadre or from Clerical to lowest rung of Officers' cadre.

However, once the Ex-servicemen avails of this benefit for appointment against any special pay carrying post, he will not be eligible to the same benefit at the time of his consideration for promotion from one cadre to another. The Ex-servicemen are required to exercise the option for the purpose at the time of first available opportunity and the option once exercised will be final and no change therein would be allowed later, whether or not he is successful in that exercise.

ONLINE TEST :-

The Online Test for Seniority Channel and All India Channel will be held at various centres on 22nd November 2025.

INTERVIEWS:-

Candidates eligible for interview shall have to appear for interview as and when called upon. If they remain absent, no second chance will be given to them. The weightage for Interview shall be as under:

Channel	Weightage
All India Channel	25
Seniority Channel	20

RESERVATIONS/ RELAXATIONS FOR SC/ST & PWD CANDIDATES:-

The guidelines/ directives issued by the Govt. of India/ Reserve Bank of India/ Indian Bank's Association from time to time related to any provision under this settlement, relaxation of criteria, relaxation of minimum qualifying marks, reservation of posts, for SC/ST/Ex-Servicemen/ PWD or any other category etc, shall be deemed to be a part of the settlement and shall be given effect accordingly.

PRE-PROMOTION TRAINING TO SC/ST/OBC/PWD CANDIDATES:-

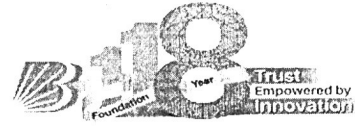
Our Baroda Academies will conduct pre-promotion training for eligible SC/ST/OBC/PWD candidates.

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TRANSFERABILITY ON PROMOTION:-

- Those who are promoted to Officer's cadre under the Seniority Channel shall be retained in the zone immediately on promotion to Officers' cadre ordinarily for a period of 3 years.
- Those who are promoted to Officers' cadre under All India Channel shall be liable to be transferred to any branch/ office of the Bank, anywhere in India.

REFUSAL OF OFFER OF PROMOTION:-

Candidates who have refused the offer of promotion to Officers' cadre earlier are not eligible to participate in the next two Promotion Exercises.

REVERSION TO CLERICAL CADRE OF PROMOTEE OFFICER:-

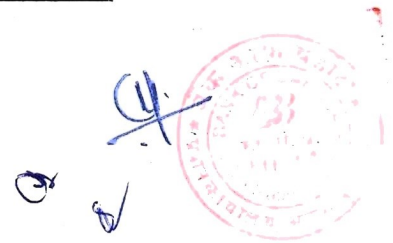
- The request of a promote officer who wishes to seek reversion to clerical cadre shall be considered at the sole discretion of the Bank provided such application is made within a period of 12 (twelve) months from the date of promotion.
- The General Manager (HRM)/ Head (HRM) shall be the Competent Authority for considering requests for reversion to the Clerical cadre.
- Upon grant of reversion to the Clerical cadre, the employees shall be ineligible to participate in the next two promotion exercises and shall be reverted to the position of Customer Service Associate in the clerical cadre, regardless of any special pay designation held by the employee prior to promotion to the Officers' cadre.

Candidates are requested to kindly go through the contents of the Notice, as given above, carefully. The eligible candidates are requested to submit their applications ONLINE as per details in **Annexure II** at the earliest possible but not later than **27th October 2025**.

Candidates are also advised to verify their details in HR Connect while submitting online application and any discrepancy observed shall be informed through "Comment Box" in "Apply for Promotion/ Selection" window.

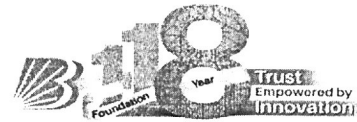
HR Connect – the Bank's HR Technology platform would be used for collection of application from eligible candidates. All willing and eligible clerical employees posted at Branches/ Offices are required to submit the online application for promotion by using Employee Self Service in HR Connect.

All the provisions of "Settlement on Promotion from Clerical to Officers' cadre in India - 2025" dated 10.10.2025 shall be applicable for this Promotion Exercise.





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ANNEXURE: II

ENCLOSURE TO CIRCULAR NO. HO:BR:117:239 dated 21st October, 2025

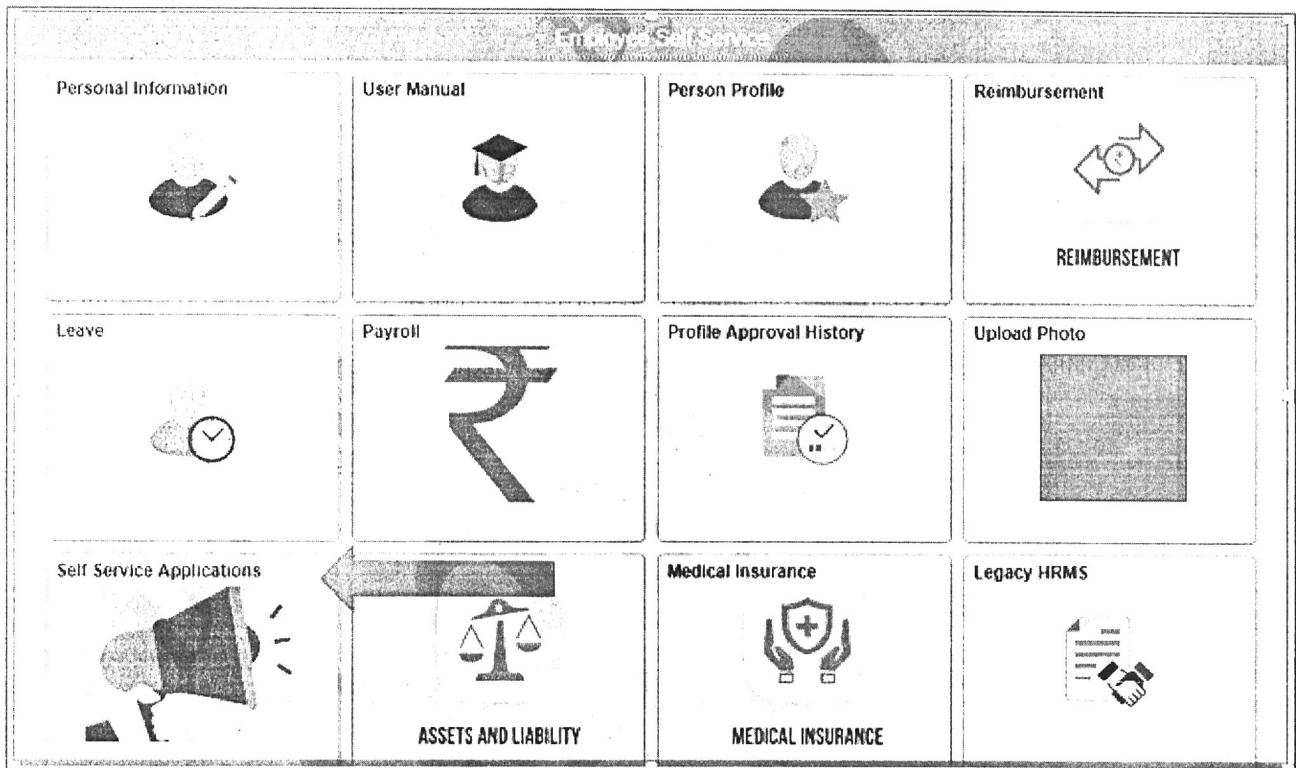
Guidelines for Submission of Online Application by the Employee

Login into Baroda HR Connect using the Baroda HR Connect shortcut on the desktop or using the link

https://hrconnect.bankofbaroda.co.in/psc/PS92HPRD/BOBWEB/HRMS/c/BOB_SIGNIN_MENU_BOB_SIGNIN_GBL_FL.GBL

EMPLOYEE SELF SERVICE:-

Select the Role – 'Employee Self Service' and click on 'Self Service Application' tile.



- Click on tab "Apply for Promotion/Selection". Following screen will appear:

Apply for Promotion/Selection				
Intimation/Permission				
Employee Confirmation				
Separation Application				
Employee Transfer Request				
Apply for Promotion/Selection				
Open vacancies to apply :				
Vacancy Name	Type	Vacancy Start Date	Vacancy End Date	Proceed to Apply
1 Promotion CL to JM1 -2021-22	Promotion			Proceed to Apply

List of open vacancies (as per eligibility of Grade/Scale) will be displayed.

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2. Click on "Proceed to Apply". The new window screen will open as under :

Requisition	Promotion CL to JM1	Vacancy Detail	Applicant ID	NEXT
Vacancy	Promotion CL to JM1 -2021-22			

Employee Details	
ECNO	Name
Business Unit	Grade
Work Location	Department
Age	Specialization
Physically Handicap	Caste
Ex Serviceman	Date of Joining
Option exercised	Length of Service in Current grade

Allotment Details		
Center Name	VADODARA	Question paper
		GENERALIST
		Channel
		Not Applicable

Sabbatical Leave		
Sabbatical Leave	0	Unauthorized Absence
		0
		Extra Ordinary Leave on LOP
		0

3. "Vacancy Detail" link will display the details regarding vacancy as under :

Requisition	Promotion CL to JM1	Vacancy Detail	Applicant ID	NEXT
Vacancy	Promotion CL to JM1 -2021-22			

Employee Details	
ECNO	Name
Business Unit	Grade
Work Location	Department
Age	Specialization
Physically Handicap	Caste
Ex Serviceman	Date of Joining
Option exercised	Length of Service in Current grade

Allotment Details		
Center Name	VADODARA	Question paper
		GENERALIST
		Channel
		Not Applicable

Sabbatical Leave		
Sabbatical Leave	0	Unauthorized Absence
		0
		Extra Ordinary Leave on LOP
		0

Uploaded circular can be referred (by clicking on "View Circular" link)

4. Employee needs to check all the details and submit required information and click on "Submit" button for final submission of application. Application id will be generated on successful submission. In case of any discrepancy, employee should report discrepancy in Promotion application itself in comment box provided.

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Suspension Details

Suspension Type	Suspension date	Revocation Date	Treatment of Suspension
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1

Promotion Details

CL	JM1	MM2	MM3	SM4	SM5	TE6	TE7	TE8
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(Please choose one of the following option)

- ☐ I, hereby, confirm having verified the data available in the system via self-service, and have found the same to be in order.
- ☐ I have found discrepancy in my data and have initiated the changes through the miscellaneous communication application

Please state whether you are charge-sheeted and departmental inquiry proceedings are pending against
OR whether any prosecution for criminal charge is pending against you at present

OR whether you are under suspension at present? (Please state 'YES' or 'NO')

Submit

Return

