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HRD/SEL/8/2017
June 12, 2017

LAST DATE OF RECEIPT OF ONLINE APPLICATIONS	21.06.2017 17:00 HRS.
DATE OF ONLINE TEST	23.07.2017

TO ALL OFFICES

HUMAN RESOURCE MANAGEMENT DIVISION CIRCULAR NO. 369

Promotion of Workmen from Subordinate Cadre to Clerical Cadre - 2017

Policy and procedure in respect of promotion from subordinate cadre to clerical cadre is governed by settlement dated 18.8.2011 circulated vide Personnel Administration Division's Circular No.53 dated 19.8.2011. Certain modifications in the provisions were circulated vide PAD Circular No.198 dated 22.2.2014, PAD Circular No.211 dated 30.4.2014 and PAD Circular No.274 dated 25.6.2015.

It has been decided to hold the **Online Test** for promotion of workmen from Subordinate Cadre to Clerical Cadre on **23.07.2017 (Sunday)**.

2. ELIGIBILITY CRITERIA: Employees in Subordinate Cadre, including Part Time employees in Subordinate Cadre fulfilling the eligibility criteria as given below shall be eligible to be considered for promotion to Clerical Cadre:-

- a) The applicants should fulfill the criteria of educational qualifications and experience as under, as on the last date of receipt of application i.e. **21.06.2017** as per provisions of Settlement dated 18.08.2011 circulated vide PAD Circular No.53 dated 19.8.2011 read with modifications circulated in the above referred circulars:-

S.No.	EDUCATIONAL QUALIFICATIONS	EXPERIENCE
1.	Graduate	2 years of service
2.	10 + 2 or equivalent	3 years of service
3.	Matriculate	3 years of service
4.	Non-Matriculate	8 years of service

It is clarified that an employee in the Subordinate Cadre, including Part Time employees in the Subordinate Cadre (after conversion of their service into Full Time) shall be eligible to be considered for promotion to the Clerical Cadre in case he/she fulfills any of the above mentioned criteria of **Educational Qualifications and Experience** on the last date prescribed for inviting application.

- b) Length of service criteria for eligibility in respect of Workman employees of erstwhile New Bank of India and erstwhile Nedungadi Bank Limited, will be determined in terms of the provisions as contained in relevant Notifications issued by the Central Government.
- c) An employee in the Subordinate Cadre who is punished for Gross Misconduct shall not be eligible to be considered for promotion to Clerical Cadre for a period of **one year** succeeding the date of order imposing the punishment.
- d) An employee in the Subordinate Cadre who has been either placed under suspension or against whom departmental enquiry for gross misconduct is pending or who has been charge sheeted for gross misconduct, can appear for the interview or sit in the online test, as the case may be, but shall not be promoted to the Clerical Cadre till he is exonerated of the charge of gross misconduct.

Provided that if he is found to be not guilty and he has qualified the online test or the interview, as the case may be, he shall be promoted to the Clerical Cadre from the date the decision exonerating him from the charge of gross misconduct is taken, if a person lower to him in merit had been promoted.

Provided further that in case he is punished for gross misconduct, he shall not be promoted to the Clerical Cadre and also shall not be eligible to be considered for promotion to Clerical Cadre for a period of **one year** succeeding the date of order imposing the punishment.

- e) An employee in Subordinate Cadre who has given in writing in reference to the provisions of MOU dated 25.6.2015 circulated vide PAD Circular No.274 dated 25.6.2015 not to officiate in Clerical Cadre or has refused promotion to Clerical Cadre or have sought reversion from clerical to subordinate cadre shall not be eligible for promotion in Clerical Cadre for **one year** from the date of such refusal/ reversion.

3. METHOD OF SELECTION:

A. For Eligible Graduate Candidates:

The method of promotion shall be on the basis of performance of an eligible employee in the subordinate cadre in the interview. The interview shall be of **100 Marks** and minimum qualifying marks shall be **35 %** for the SC/ST candidates and **40 %** for the other category candidates.

B. For eligible 10+2 or equivalent, Matriculate and non-Matriculate candidates:

The method of promotion shall be on the basis of performance of an eligible employee in the subordinate cadre in the **Online Test**. The **Online Test** shall be of **100 marks** and would relate to Job test, (comprising of Deposit mobilization schemes, Customer service, Retail loans and KYC norms etc), English and Elementary knowledge of CBS. The minimum qualifying marks in the **Online Test** shall be **35 %** for the SC/ST candidates and **40 %** for the other category candidates. Other guidelines for candidates relating to the **online test** shall be displayed on HRMS Notice Board in due course.

4. RESERVATION:

In terms of para 4 of settlement dated 18.08.2011, circulated vide PAD Circular No.53 dated 19.8.2011, the reservation, if any, for SC/ST and PH employee in promotion from Subordinate cadre to Clerical cadre shall be as per the guidelines issued by the Government of India from time to time.

Presently the element of direct recruitment in clerical cadre in our Bank is more than 75% hence there will not be any reservation for SC/ST and PH employee in the current selection process as per extant Govt. guidelines.

5. POSTING AFTER SELECTION:

The eligible employees in the Subordinate cadre who qualify the interview or online test as the case may be, will be arranged in order of merit and the candidates to the extent of number of vacancies to be filled up through promotions would be considered for giving offer of promotion to the Clerical Cadre as '**Single Window Operator A**'. The graduate eligible candidates, qualifying the interview shall rank senior in merit to the candidates having 10+2 or equivalent / matriculate/ non-matriculate qualification qualifying the online test. Posting of the candidates approved for promotion shall be made in terms of provisions of Settlement dated 18.08.2011 circulated vide PAD Circular No.53 dated 19.08.2011. Candidates are therefore required to give choices of 5 circles in application, in order of preference, in addition to their parent circle (i.e. the Circles in which they are presently posted), for consideration of posting, subject to vacancies.

6. GENERAL INSTRUCTIONS:

- a) Employees fulfilling the above eligibility criteria who wish to apply for consideration of their promotion from Subordinate Cadre to Clerical Cadre should apply online in HRMS only. The navigation for the same is **“Employee Self Service >>Promotion Application >> Sub staff - Apply Online Appli.” >> “Add”**. On successful submission of promotion application, HRMS will generate an **Acknowledgement Number** which should be quoted in all future communications. It should be noted that without Acknowledgement Number, the online application will not be saved and in such case the candidate should attempt again before the last date prescribed.
- b) All eligible candidates are expected to ensure that their employee category, educational qualifications and date of joining in Subordinate cadre are properly recorded in HRMS. In case of any deficiency, they should take up with their controlling offices/HO Divisions for updation of data along with necessary proofs.
- c) Visually impaired candidates appearing for online test 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 extra time of 20 minutes for every hour of the examination, as per the rules of IBPS Mumbai. Such candidates have to submit a request in this regard to their controlling office for onward communication to us by **30.06.2017**.
- d) The applicants are also expected to ensure that status of differently abled child, if any, has been properly submitted by them in HRMS against appropriate link available for the purpose and necessary documents in support of same have been submitted to Circle Office/ controlling HO Division for approval. The cases of only those candidates shall be considered at the time of allocation on promotion as per Government guidelines, where that status in HRMS is “Approved” by the Circle Office/ HO Division/ Competent Authority.
- e) For online submission of applications, HRMS link will be available from **12.06.2017 to 21.06.2017 17:00 HRS**. Accordingly, only those applications which are submitted within the stipulated time will be taken into consideration.
- f) The eligibility of candidates is to be confirmed online by the concerned Branch/ Office where the applicant is posted. Circle Offices and Head Office Divisions are required to approve all the applications submitted online and confirmed by the branch/ offices. This process is to be completed by **27.06.2017 17:00 HRS**. Wherever any correction in HRMS records of candidates are warranted (particularly with regard to

Category/ PH status/ debar details/ dates of acquiring educational qualifications etc.), the same should be effected immediately at Circle Office / HO Division level. In case the corrections are to be got effected from this office, the same should be taken up with us separately and it should be ensured that the corrections have taken place at the earliest.

- g)** The status of approval of online application shall be visible to the candidates after the last date of receipt of application and approval by the Circle Office/HO Division. Candidates are expected to check the same and take up with Controlling Offices/HO Divisions in case of any discrepancy.
- h)** In case of any difficulty in online submission of application, confirmation of eligibility at branch/ office level, candidates are requested to contact their Circle /Controlling offices. In case of any difficulty in approving of applications or in online submission / confirmation of applications which cannot be resolved at Circle Office / Controlling Office level, the Circle Offices / HO Divisions may contact HRMS Help Desk at HRD Division, Head Office at the following number:-

HRMS Cell	011-26101354, 26160548 (Direct) & EPBX No.26102303 Ext. 533
Selection Cell	011-26183213 (Direct) & EPBX No.26102303 Ext. 336

- i)** 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 his/her Admit Card for the Online Test to be printed.**

Incumbent Incharge at branch level and Circle Offices/ HO Divisions are requested to ensure that the Circular is brought to the notice of all concerned. A copy of this circular may be placed on the notice board of the Branch/Office for information of all concerned.

We wish all the aspirants a bright career ahead.

(DINESH SAXENA)
DY. GENERAL MANAGER