

Policy & Procedure Concerning Posting of Clerks as Special Assistants & Related Matters

1. ASSESSMENT OF VACANCIES:

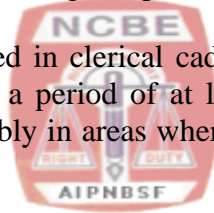
- 1.1 The number of Special Assistants will be fixed on the basis of one Special Assistant for every 9 workmen in Clerical Cadre excluding the Special Assistants to be computed on the basis of clerical strength as on 31st December of each preceding year commencing from calendar year 2008 on the basis of clerical strength as on 31st December, 2007.
- 1.2 The vacancies of Special Assistants in terms of Clause-1.1 above will be determined on All India basis. However, the posting of Special Assistants will be done in area/group as per **Annexure-I**.

2. ELIGIBILITY CRITERIA:

An employee in clerical cadre coming highest in the priority list and not otherwise ineligible shall be eligible for posting as Special Assistant.

Provided that:

- a) He has continuously served in clerical cadre for a minimum period of seven years and on clerical duties for a period of at least two years. The 7 years period may, however, be reduced suitably in areas where persons of minimum service of 7 years are not available.



EXPLANATION:

In a situation where an employee with 7 years or more of service has less priority marks than an employee with less than 7 years of service, employee who has served in the clerical cadre for a minimum period of 7 years shall rank higher in the priority list than the employee who has not served in the clerical cadre for 7 years although having more priority marks. Similarly in situation where 7 years period has been reduced in terms of Clause 2(a) above, an employee with 6 years of service will rank higher in priority list than an employee with 5 years of service in clerical cadre with more priority marks and so on.

- b) The condition of two years' clerical experience shall not apply in the cases of employees having worked for 7 years in the clerical cadre and carrying composite designation of Clerk-cum-_____. However, pending posting of Special Assistant they shall perform composite duties as and when required.
- c) Cashiers, Godown-Keepers, Typists and Stenos who have worked for 7 years in the clerical cadre shall be eligible for posting as Special Assistant, if they have worked on clerical duties for atleast two years, even though on part-time basis.
- d) He is not otherwise considered unfit for posting as Special Assistant for exceptional reasons to be specified in writing.
- e) A comparatively junior person in priority list may be posted for a job, which is regarded as technical or of specialized nature.
- f) An employee who has received punishment for any gross misconduct shall not be eligible for consideration for posting as Special Assistant for a period of one year from the date of punishment. However, he/she will not be debarred for officiating as Special Assistant.
- g) An employee under suspension or against whom departmental enquiry is pending or who has been charge sheeted may be called for interview but shall not be eligible for posting as Special Assistant till he is exonerated of the charge. If ultimately he is found not to be guilty and he has been approved by the Interview Committee, the Bank shall post such an employee as Special Assistant from the date such decision exonerating him is taken. In that case he will be entitled to notional seniority w.e.f. the date he would have been posted. But for the Disciplinary Action, in case of punishment being awarded for gross misconduct, he shall not be posted as Special Assistant and will not be eligible for posting as Special Assistant for one year from the date of punishment. However, in case of punishment being awarded for minor misconduct, he shall not be posted as Special Assistant and will be eligible for posting as Special Assistant in any process initiated after the date of punishment. However, he will not be debarred for officiating as Assistant in both the situations.